

Burnaby Schools

Stage 2 Return to School Staff Handbook COVID-19

Updated April 20, 2022 – changes highlighted in yellow

Burnaby School District Communicable Disease Prevention COVID-19 Staff Handbook

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Introduction

Purpose

The purpose of this handbook is to inform Burnaby School District staff, students, and parents of the Operations and Health & Safety for all Burnaby School District sites during COVID-19. This handbook represents the District's Communicable Disease Prevention Plan and is a compilation of the most current information available on COVID-19 from the Ministry of Education, Ministry of Health, BCCDC, WorksafeBC, and the Fraser Health Authority.

All Burnaby School District staff must:

- Review this document and complete any and all orientation/training related to this document
- Review all applicable COVID-19 Safe Work Procedures
- Complete a staff orientation checklist on the first day of return to work ([Appendix P](#))
- Participate in any additional training and/or education sessions as required

Resources

The most current Information provided here is based on resources from:

BC Public Health

[Public Health Communicable Disease Guidance for K - 12 Schools](#)

WorkSafeBC

[WorksafeBC COVID-19 Industry-Specific-Information for Education-K12](#)

Ministry of Education

To read the Ministry's full operational guidelines updated Dec 31, 2021:

[COVID-19 K - 12 Safe Schools](#)

The Ministry's Education Recovery Plan includes psychological safety measures and trauma-informed practice at [K - 12 Education Recovery Plan](#)

IMPORTANT!

This handbook will be reviewed and updated to meet changes, both temporary and longer term, in protocols and direction by the Ministry of Education, WorksafeBC, and the Public Health Office. All staff questions regarding this plan should be directed to the Site Administrator or the District Administrator.

Document History

Created:

September 1, 2021

Revised:

April 20, 2022

April 1, 2022

February 16, 2022

February 7, 2022

January 26, 2002

January 7, 2022

December 15, 2021

October 28, 2021

October 5, 2021

September 10, 2021

September 3, 2021

Definitions

For the purpose of this document the following terms are defined as:

Universal Precautions and Routine Precautions/Practice (used interchangeably)	Infection-control precautions and procedures, better known as best practices.
Practicable	When reasonably possible.
Safe Work Practices/Procedures	Instructions referred to as Safe Work Procedures (SWP).
Confirmed Case	A person with laboratory confirmation of infection with the virus that causes COVID-19 performed at a community, hospital, or reference laboratory.
Contact Tracing	A process led by local health authorities to identify people that have been in close contact with a confirmed case. Contact tracing helps people get diagnosed earlier and reduces the chance of spreading COVID-19. If you are a contact of a confirmed case, a member of the public health team will contact you to let you know you may have been exposed. If you have symptoms, you will be sent for testing. If you do not have symptoms, you will be asked to self-isolate so that if you develop COVID-19, you won't spread it to others in the community.
Self-Isolation	Staying home and avoiding situations where one could come in contact with others. Information on self-isolation and quarantine, including for international travellers returning to BC, is available from BCCDC .
Self-Monitor	Individuals who are double vaccinated and are suspected or confirmed to have been in close contact with a confirmed case of COVID-19 may be asked to self-monitor. This means they may continue to come to work and monitor themselves for any signs or symptoms of illness for a period of time designated by public health.

SECTION A – Background

Key Messages

- Schools continue to be considered low-risk for COVID-19 transmission, particularly in the context of a highly immunized population.
- Vaccines are the most effective way to reduce the risk of COVID-19 in schools. Everyone eligible is strongly encouraged to be fully vaccinated. School exposures are more likely in communities with lower vaccination rates.
- Local Medical Health Officers may recommend regional prevention measures during times of increased community risk.

Communicable Disease Plan

The Burnaby School District is required to transition from a COVID-19 Safety Plan to a Communicable Disease Prevention Plan focusing on reducing the risk of workplace transmission of COVID-19 and other communicable diseases. The components of this plan include understanding the level of risk.

Regional Differences

Medical Health Officers have the authority to place local additional Public Health Orders based on assessment of elevated risk. For schools this may include a recommendation for an individual school, a grouping of schools or some combination thereof.

Vaccines

Vaccination protects from serious illness due to COVID-19 and is the most effective way to reduce the impact of COVID-19 on our communities. **BCCDC strongly recommends adults interacting with children to be fully vaccinated.** All COVID-19 vaccines approved for use in Canada protect against serious complications, including from the Omicron variant. See BCCDC for trusted information.

As per Employment Standards, vaccine paid leave (up to 3 hours) is only available for employees to take when they have **their own** vaccine appointment. Child(ren) or family member appointments are not included in this benefit.

Schools and school districts are expected to work with their local health authority to:

- Share evidenced-based information from the BCCDC and [ImmunizeBC](#) on how and where people can get vaccinated;
- If requested, explore opportunities to establish school-based COVID-19 vaccination clinics to help increase community uptake.

For information on children with immune suppression, please visit [BCCDC Children with Immune Suppression](#).

COVID-19 and Adults (Staff)

While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:

- Aged 65 and over, and especially the elderly;
- With significantly compromised immune systems, or
- With poorly controlled underlying medical conditions.

Employees who have health conditions that may place them at increased risk for more severe outcomes should speak with their health-care provider to determine their individual level of risk.

Space Arrangement

Schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches, though should still consider implementing strategies to help create space between people and to support students and staff using a trauma-informed approach:

- Remind students and staff about respecting others personal space;
- Use the available space to spread people out for gatherings and events;
- Utilizing virtual or smaller in-person options;
- Implement strategies that prevent crowding at pick-up and drop-off times;
- Take students outside where and when possible; and
- Use floor marking and posters to address traffic flow.

Itinerant Staff and Specialists

Itinerant Staff and Specialists follow the same health and safety guidelines and protocols as all school-based staff.

Supportive School Environments

Schools can support students to practice personal preventative measures by:

- Having staff model these behaviours;
- Sharing reliable information, including from the BC Centre for Disease Control and the Office of the Provincial Health Officer to parents, families and caregivers;
- Promoting required safety measures in the school through the use of visual aids like floor markings and signage.

Staff should utilize positive and inclusive approaches to engage students in personal prevention practices aligned with existing professional practices to address behaviour. Approaches should not exclude students from participating in school activities or potentially result in stigma.

Staff should also utilize a trauma-informed lens when planning school activities (e.g., gatherings and events) and interacting with other staff and students, including considerations around respecting others personal space.

Students and staff may choose to wear masks, face shields, or other personal protective equipment in schools and those choices must be respected. Schools can implement a combination of measures at different levels as described in [COVID-19 K - 12 Safe Schools](#)

In an announcement from the Provincial Government on January 7, 2022, Public Health has transitioned to individual self-management (individuals caring for themselves and engaging with health care providers when needed).

[Compassionate Learning Communities - Supporting Trauma-Informed Practice](#)

[Linda O'Neill - Trauma Informed in the Classroom](#)

[Ministry of Children and Family Development: Healing Families. Helping Systems: A Trauma-Informed Practice Guide for Working with Children, Youth and Families](#)

SECTION B – Infection Prevention and Exposure Control Measures

According to the BCCDC, the Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of diseases like COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. See below Figure 1 for examples of safety control measures.

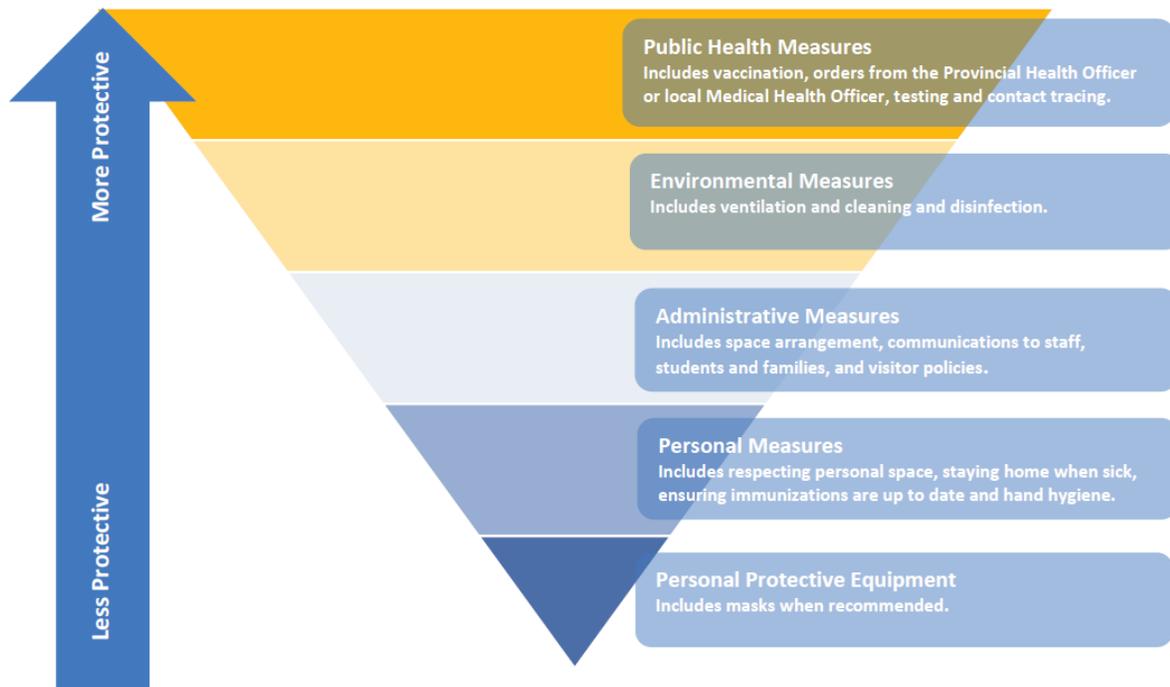


Figure 1 Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease

Public Health Measures are actions taken across society at the population level to limit the spread of the COVID-19 and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including prohibiting mass gatherings, requiring travelers to self-isolate or quarantine upon arrival in BC, effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

Environmental Measures are changes to the physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, using visual cues for maintaining physical distance or directing traffic flow in hallways, erecting physical barriers where appropriate and frequent cleaning and disinfection.

Administrative Measures are measures enabled through the implementation of policies, procedures, training and education that reduce the risk of exposure. Examples of these include health and wellness policies, modified schedules, and supporting the ability of individuals to maintain physical distance.

Personal Measures are actions individuals can take to protect themselves and others. Examples include maintaining physical distance/minimizing physical contact, washing your hands frequently, coughing into your elbow, and staying home if you are sick.

Personal Protective Equipment (PPE) is not effective as a stand-alone preventive measure and is the least effective of the prevention measures (see Fig 1). The wearing of PPEs must be suited to the task being performed and must be worn and disposed of properly. Outside of health-care settings, the effectiveness of PPE is generally limited to protecting others should you be infected. It is understood however, that masks, when properly worn and cared for, do help in limiting community transmission.

Contact Tracing and Outbreak Management

Active testing of anyone with cold, influenza, or COVID-19-like symptoms, even mild ones, helps identify cases early in the course of their disease. You can use the [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment for COVID-19 testing. You can complete this assessment for yourself, or on behalf of someone else, if they are unable to.

While anyone can get tested, some symptoms can also be signs of other conditions or medical issues. If you are unsure whether to seek medical care or get tested, contact your health-care provider or call 8-1-1. You can also call 8-1-1 to find the nearest centre. Most COVID-19 testing sites in BC can test children and youth. Click on the links below to find a collection centre to be assessed and get tested:

[Collection centre finder](#) (mobile and desktop)

[Collection centre finder for Internet Explorer users](#)

When a person is confirmed as positive for COVID-19, efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak and whether others in close contact with them are at risk for infection (see Figure A). Not everyone who has been in contact with a confirmed COVID-19 case is determined to be a close contact. Public health determines who is considered a close contact.

The Burnaby School District continues to work with our school medical health officer to ensure the latest policies and procedures are in place regarding reporting elevated staff and student absenteeism due to influenza-like illness to public health/the school medical health officer. This reporting is helpful in early identification of clusters and outbreaks.

Public health will take the lead on any suspected or confirmed cases of COVID-19 and all school districts and schools are to follow the advice and guidance of their local health authority.

Communications and Protecting Personal Privacy

School medical officers will play the lead role in determining if, when, and how to communicate out information regarding a confirmed case of COVID-19 to the school community. To protect personal privacy rights, public health will not disclose that a student or staff member tested positive unless there is reason to believe they may have been infectious when they attended school. In this case, public health will provide only the information required to support effective contact tracing and only to the school administrator or delegate.

School and district administrators should be aware that individuals who test positive for COVID-19, or close contact who are required to self-monitor or self-isolate, may experience stigma and discrimination. School/district administrators should seek out opportunities to foster compassion and empathy in the school community and offer support to affected individuals and their families, while respecting their privacy, to help reduce the impact of COVID-19 on people's social and emotional well-being.

Self-Isolation and Quarantine

Due to the effectiveness of COVID-19 vaccines, fully vaccinated close contacts (i.e., 14 days have passed since their second dose of COVID-19 vaccine) are more likely to be asked to self-monitor, not self-isolate. Students and staff are only required to self-monitor or self-isolate if directed to do so by public health. Refer to the Daily Health Check and Managing Symptoms ([Appendix B](#)).

Managing Clusters of COVID-19

When multiple confirmed linked cases of COVID-19 occur among students and/or staff within a 14-day period (a cluster), public health, under the direction of the local school medical officer, will investigate to determine if additional measures are required to prevent further transmission of

COVID-19. The school medical officer will advise schools if additional prevention measures are needed.

COVID-19 Outbreaks in Schools

Cases and clusters of COVID-19 are expected in school settings given that COVID-19 is circulating in the community. These occurrences are not considered outbreaks. The declaration of an outbreak of COVID-19 or any other communicable disease in a school setting is at the discretion of the school medical officer. This is expected to occur rarely, and only when exceptional measures are needed to control transmission.

Trauma Informed Practices: Return to School

Some students and staff who were required to self-isolate, after either testing positive for COVID-19 or being identified as a close contact of a confirmed case, may have experienced elements of trauma during their time away from school. For additional supports, see [Supportive School Environments](#).

Records Management and Contact Tracing

Schools can return to routine sign in/sign out practices. Schools do not need to keep a list of the date, names and contact information of visitors for communicable disease prevention purposes.

All staff, students, volunteers, and approved visitors should continue to do a daily health check before attending work, school classes, supporting school programs and events.

SECTION C – Health and Safety Planning

All Burnaby School District staff must follow the applicable guidelines in this handbook and in particular, the Safe Work Procedures COVID-19 ([Appendix A](#)).

1.0 Limiting Access to the School

Schools should minimize the number of adults (staff and others) who interact with students they are not a part of, as much as practical, while supporting learning in a positive, healthy, safe environment.

Visitors that are deemed core to the school operations and volunteers supporting school programs may access the school by signing in and confirming they have completed a Daily Health Check and Managing Symptoms ([Appendix B](#)) and follow the Safe Work Procedures COVID-19 ([Appendix A](#)).

Parents/caregivers dropping off and picking up their children should not be provided uncontrolled access to the school during regular school hours and will continue to remain outside the school. These requirements should be posted at the school entrance.

Parents/caregivers otherwise needing to enter the school should immediately report to the office reception. Access and other instructions will be provided at that time.

Curricular and extracurricular programming inside or outside the school during regular school hours will be reviewed on a case-by-case basis ([Appendix T](#)).

Afterhours community use will be preauthorized and will be prioritized and in alignment with established health and safety measures.

Authorized maintenance staff and contractors must follow the requirements of a Daily Health Check and Managing Symptoms ([Appendix B](#)) before starting work, wash/sanitize their hands when entering a school, and follow the Safe Work Procedures COVID-19 ([Appendix A](#)).

All staff should review the school-specific procedure upon returning after Spring Break

1.1 Staff and Student Daily Health Assessment

- **Parents and caregivers** should assess their children daily for illness before sending them to school.
- Parents/caregivers and students can utilize the provincial [K - 12 Health Check app](#) for daily assessment of symptoms or use the Daily Health Check and Managing Symptoms ([Appendix B](#))
- **If a student presents with symptoms**, parents or caregivers must keep their child at home until they have been assessed by a health-care provider, and where instructed, tested to exclude COVID-19, and their symptoms have resolved.
- Students exhibiting signs of illness while onsite must be moved to the isolation room.
- Request that the student's desk/area be disinfected.
- Parents/caregivers must be notified and advised to pick-up the child immediately.
- Staff supervising symptomatic children must:
 - keep all other staff out of the isolation room,
 - provide the student with a face mask and tissues,

- use respiratory etiquette and strict handwashing techniques before and after treatment,
 - maintain physical distancing, and
 - after the student is picked-up, post a sign indicating the room must be cleaned by the custodial staff.
- **All staff must assess their own health for symptoms daily, before entering their school/site** using the Daily Health Check and Managing Symptoms ([Appendix B](#)). If they present with symptoms they will not report for work until they have been assessed by a health-care provider and, where instructed, tested to exclude COVID-19 and their symptoms have resolved.
 - All staff must ensure a confirmation of their daily health check is recorded. This may include an online solution for their regular school/site (e.g., MS Forms) or a written attendance log entry in a school/site that they are required to enter.
 - How to code your time for a COVID-19 related absence:
 - **COVM (COVID-19 Medical)**
Staff attending a COVID-19 related appointment should log the absence in Atrieve™ as absence code COVM. This code should only be used if a staff member is attending a COVID-19 testing appointment. The COVM code pulls from the staff member's sick bank.
 - **COVI (COVID-19 Illness)**
Staff needing to stay home because they are COVID-19 positive (symptomatic) should advise their Administrator/Manager and log the absence in Atrieve™ using absence code COVI. This code should only be used if a staff member has been diagnosed with COVID-19 and should be used until the staff member has been cleared to return to work. The COVI code pulls from the staff member's sick bank.
CUPE staff members, please call your Human Resources Advisor if you have been diagnosed with COVID-19.
 - **PLCV (Paid Leave - COVID) Effective December 31, 2021**
Where an asymptomatic (are able to work) employee is directed by a public health official to self-isolate due to a potential COVID-19 exposure, and where that same employee is medically unable to be vaccinated or exempt from vaccination because of a protected ground under the Human Rights Code of BC. If this applies to you, please contact your Human Resources Advisor. The paid leave code does not require you to use sick days.
BTA and CUPE staff members, please call your Administrator/Manager if you are using the PLCV code.
 - If you have any questions or concerns, please speak to your Administrator/Manager or contact your Human Resources Advisor.

1.2 Physical Barriers

When **ALL** of the following criteria are met, Plexiglas barriers may be provided by the District:

- Maximizing distancing cannot regularly be practiced, and
- Face to face direct interaction is required, and
- Direct face to face interaction is required for a prolonged period of time (>15'), and
- Interaction involves numerous individuals.

1.3 New and Current Staff Orientations

- All new employees receive an orientation that includes a review of the Safe Work Procedures – COVID-19 ([Appendix A](#)) and ([Appendix P](#)).

- Current employees received site specific orientations in September 2020, 2021, and January 2022.

2.0 Site-Based Joint Occupational Health and Safety Committees

School and district administrators must regularly review COVID-19 safety plans with their site Joint Occupational Health and Safety Committees (JOHSC) and address areas where there are identified gaps in implementation. JOHSC members are required to:

- follow applicable WorkSafeBC legislation as laid out in the Site-Based JOHSC Terms of Reference,
- support and assist administrators regarding COVID-19 concerns brought forward by workers,
- participate in the COVID-19 JOHS training, and
- complete the Administrator and JOHS Committee Checklist COVID-19 ([Appendix Q](#)).

3.0 Occupational First Aid Attendants

Administrators will identify a designated and alternate First Aid Attendant to ensure coverage during regular school hours. The designated FA Attendant is eligible to receive the first aid stipend as per the applicable collective agreement. The standard first aid treatment protocols for COVID-19 are available ([Appendix D](#)).

4.0 School Preparation

Administrators, staff, and the JOHSC will utilize the following considerations to prepare classrooms and other Burnaby School District work environments.

4.1 Classrooms

- Where possible, in order to enhance school ventilation, schools should consider opening the doors and/or windows, if weather permits. Good indoor air ventilation alone cannot protect people from exposure to COVID-19, however it may reduce risk when used in addition to other preventative measures.
- Based the optimal class configuration maximize the space available in the classroom.
- Where available (in the classroom or washroom) provide for opportunities for student handwashing at a sink with soap and paper towels. Hand dryers will remain turned off.
- Classrooms and portables with no sinks will have sanitizer made available on a shared basis.
- Classrooms, desktops, and countertops should be decluttered with non-essential items to allow for custodial cleaning.

4.2 Office, Staff Room, and Shared Space Access

Within staff only areas, schools can implement the following strategies based on the comfort level of staff:

- Maximize the use of available space during face-to-face meetings;
- Staff may choose to wear a mask or face shield or other type of barrier as a personal choice, which is to be respected;
- Utilize signage to direct traffic flow and prevent crowding in places like the school office, staff room, or photocopier; and
- Hold meetings in person and/or virtually to accommodate staff comfort levels.

In addition, further measures may be considered:

- Staffroom occupancy will be based on staff comfort levels based on the amount of space for distancing;
- Washroom hand dryers will remain disconnected and replaced with paper towels; and
- Staff and students are encouraged to bring an individual water bottle and utilize a water bottle filling station. Drinking directly from a water fountain should be infrequent and only if no other means of water access is available. Hand hygiene should be practiced before and after use, and mouths should not be placed on the fountain.

4.3 Isolation Room

- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain hand sanitizer.
- The room must have an "Isolation" sign that can be posted while the room is in use.
- The room should have capabilities to house more than one student.
- The room should be decluttered to allow for ease of cleaning.
- Where possible, the first aid room **should not** be used as an isolation room.
- After the isolation room is used, custodial staff will be notified and conduct enhanced cleaning as per the Custodial Enhanced Cleaning SWP COVID-19 ([Appendix E](#)).

4.4 Food and Materials Control

- Food may be shared using tongs or individually packaged food or a single server.
- Cafeterias have appropriate physical barriers to prevent contamination.
- Consider using directional arrows in the cafeteria kitchen and have clearly marked exit and entrance doors from kitchen to service area.
- Delivery agents have limited access into the food preparation area.
- Kitchen staff must use their own utensils and items should be stored to avoid multiple users.
- Small appliance mixers must be cleaned after each use.
- Specific hand washing procedures are posted for all kitchen staff and must be followed. Specifically, wash hands at the beginning and at the end of the class, before and after handling food, before and after eating and drinking, and whenever hands are visibly dirty.
- Where food is prepared as part of a learning program, it must only be consumed by the student(s) who prepared it, and not shared.
- Usual "Foodsafe™" requirements remain where applicable.
- For further information see the Food/Culinary Programs ([Appendix K](#))
- Supplementary Guidance for School Meal Programs can be found in the [BCCDC Public Health Guidance for K - 12 School Settings](#) for guidance on the delivery of school programs, breakfast clubs and other food access initiatives that are not regulated under the *Food Premises Regulation*.

4.5 Cafeteria Service Provider Protocols COVID-19

Corporate Classic Caterers (CCC) is an Essential Service Contractor. All CCC staff will:

- Be familiar and functional with applicable safety protocols;

- Enter and exit only through a designated entrance;
- Not access any other part of the building unless during an emergency evacuation it is necessary and will be reported and recorded immediately;
- Park only in designated parking spaces;
- Lay out distance markings and queues to ensure students can safely enter the cafeteria, receive food, and pay at the checkout; and
- Restrict access of school staff and students to the kitchen area unless authorized.

4.6 Learners with Diverse Abilities Requiring Support for Eating (DELETED)

4.7 Behaviour Support Plans, Personal Care Plans, and Worker Safety Plans (DELETED)

4.8 Hand Hygiene and Respiratory Etiquette (DELETED)

5.0 Personal Protective Equipment (PPE)

5.1 Staff (Classroom Based)

Effective March 28, 2022, all K - 12 staff may choose to wear a mask indoors as a personal choice. Where there is an exemption to wearing a mask, a face shield with a physical barrier may be provided (see below). The District will continue to supply schools with masks or barriers upon request.

Staff supporting students with complex needs, with health services that require proximity or physical contact may choose to wear a mask (medical or non-medical) when providing services and the service cannot be provided from behind a physical barrier. Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health-care provider to determine their child's level of risk.

5.3 Students and Staff

Elementary and Secondary School Students

Effective March 28, 2022, students K - 12 may choose to continue to wear a mask or face shield, and their personal and family choice is to be respected. Transportation providers may require wearing a mask while on a bus or in a volunteer's car.

Staff, adult volunteers, and all students K - 12 with a previous exemption to wearing a mask will not be precluded from riding on a bus.

Exceptions:

Exemptions to wearing a mask continue to apply as follows:

- To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person; and
- If the mask is removed temporarily for the purposes of identifying the person wearing it.

Specific guidance for mask use during music education and physical activities in elementary and secondary schools can be found in [Appendix K](#).

Staff should utilize positive and inclusive approaches in relation to student use of masks and should not employ measures that are punitive or stigmatizing in nature.

5.4 Other PPE Considerations

- Medical grade masks (i.e., N95) are only recommended for healthcare workers and other related professions. Proper hand hygiene and sanitization practices are recommended and are the most effective prevention strategy.
- Gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
- [Reference: BCCDC Cleaning and Disposing of Masks](#)

6.0 Emergency and Evacuation Drills

Schools should continue to practice emergency (e.g., fire, earthquake, lockdown, etc.) and evacuation drills, including the six required annual fire drills as per [BC Fire Code 2.8.3.2](#).

- Staff should be notified in advance of emergency/evacuation drills (i.e., no “surprise” drills).
- The BC Fire Code requires schools to conduct “total evacuation fire drills” involving all occupants in the building.
- Schools must continue to update their fire safety plans on an annual basis, as per the BC Fire Code, to ensure it takes account of the changes in use and other characteristics of the building.
- In the event of an actual emergency, emergency procedures must take precedence over COVID-19 preventive measures.

7.0 Communication and Training/Orientation

District sites must clearly and consistently communicate these guidelines and resources available for information on COVID-19.

As well, District sites should provide early and ongoing health and safety orientation for staff (including newly hired staff and staff who change worksites), parents/caregivers, students, and other adults in the school (e.g., teacher candidates in practicums, volunteers) to ensure all members of the school community are well informed of their responsibilities and resources available.

8.0 Cleaning Protocols

The recommended cleaning and disinfecting frequency for K - 12 schools was determined by infection prevention and control experts at the BC Ministry of Health, BC Centre for Disease Control, and the Provincial Health Services Authority.

8.1 Definitions

Cleaning The physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents and steady friction from a cleaning cloth. All visibly soiled surfaces should be cleaned before being disinfected.

Disinfection The killing of viruses and bacteria. A disinfectant is only applied to objects – never on the human body.

8.2 General Health and Safety (GHS) Requirements

- All approved disinfectants, detergents, and hand sanitizer products are provided by the District. These products have been reviewed for safe use for staff and students and

comply with labelling requirements. Products that have not been approved by the District are restricted.

- Safety Data Sheets (SDS) for all cleaning products are available through the Staff Portal under *Business Services, Health and Safety, Education & Training, District Safety Awareness – COVID-19 Safety Data Sheets*.
- All disinfectants, detergents, and hand sanitizers must be safely stored out of reach of students.
- Burnaby School District staff who are designated to use custodial products must review the SDS for the product before they use it, for the following information, but not limited to:
 - What to do in case of exposure; and
 - What Personal Protective Equipment (PPE) is required for use.
- All chemicals must be properly labelled in accordance with GHS requirements.

8.3 Cleaning Schedules

Regular cleaning and disinfection are essential to prevent the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected.

- The school will be cleaned and disinfected once every evening after regular school hours.
- Frequently touched surfaces will be cleaned and disinfected at least once in a 24-hour period.
- Supplies (paper towels and soap) will be checked daily.
- If supplies are low contact the Custodian Foreman for supplies.
- Custodial staff must be aware of areas that have been occupied and cleaning is required ([Appendix E](#)).
- Custodial staff will keep spray bottles with disinfectant and paper towels readily accessible for use by trained staff to clean work areas.

8.4 General Cleaning Procedures

- Use water and detergent (e.g., liquid dishwashing soap) along with good physical cleaning practices (i.e., using strong action on surfaces). For hard-to reach areas, use a brush and rinse thoroughly prior to disinfecting.
- Follow the procedures outlined in [Appendix E](#) for cleaning and disinfecting.
- Always wash hands before and after handling shared objects.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children (refer to *section 8.6 Cleaning and Disinfecting Body Fluids*).
- Dishwasher-safe items can be cleaned and disinfected in a dishwasher with a hot rinse cycle.

8.5 Frequently Touched Surfaces

Frequently touched surfaces include:

- Items used by multiple students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles, manipulatives, and toys;
 - Students and staff should be encouraged to bring individual, filled water bottle or other beverage container to school each day for their personal use to support hydration needs.
 - Refilling water stations can be used to refill personal containers.

- Water fountains where a person drinks directly from the spout should be used minimally, and only if no other means of water access are available. Hand hygiene should be practiced before and after use, and mouths should not be placed on the fountain.
- Access to water and to washrooms should not be restricted.
- Shared equipment (e.g., computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PHE/sports equipment, music equipment, etc.;
- Appliances (staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers, and laminators as frequently touched surfaces); and
- Service counters (e.g., office service window, library circulation desk).

Limit frequently touched items that are not easily cleaned to those that support learning, health, and development.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper, or other paper-based products. Laminated or glossy paper-based products (e.g., children's books or magazines) and items with plastic covers (e.g., DVDs) can be contaminated if handled by a person with COVID-19, however the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

8.6 Cleaning and Disinfecting Bodily Fluids

When cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- Wear disposable gloves when cleaning blood or body fluids;
- Wash hands before wearing and after removing gloves; and
- Follow regular health and safety procedure and regularly used PPE (e.g., gloves, Kevlar sleeves) for blood and bodily fluids (e.g., toileting, spitting, biting).

8.7 Cleaning Facilities Vehicles

Maintenance and operations staff must keep their vehicles clean as per the Facilities and Transportation SWP, [Appendix M](#).

8.8 Cleaning by Staff Supporting Learners with Diverse Abilities

- Staff working with Learners with Diverse Abilities should be prepared to clean high touch areas throughout the day as needed.
- Select staff working with Learners with Diverse Abilities will be trained to have access and use disinfectant sprays and paper towels.
- These spaces need to be left neat and uncluttered at the end of the day.

8.9 Keyboard and Electronic Devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles should be cleaned regularly. Staff are responsible for cleaning their phones, laptops and personal workstations. Classroom, lab, and library computers will be cleaned by custodial and trained support staff.

When cleaning electronic devices please consider the following:

- First step is to remove visible dirt, grease, etc.;

- Check the manufacturer's instructions for cleaning and disinfecting requirements;
- Dry surfaces thoroughly to avoid pooling of liquids;
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier;
- For screen, use a soft cloth and do not press hard;
- **Do not use alcohol-based sanitizers or disinfectants on keyboards, phones, monitors or touch screens;**
- Use a wetted cloth with a small amount of soap to clean a touch screen;
- Do not clean inside any ports or openings; and
- Clean between users.

8.10 Managing the Cleaning of Toys and Sports Equipment

- Fabric and soft items including plush toys, pillows, couches, and fabric chairs can be used if hand hygiene is practiced before and after use.
- Frequently touched items like toys and manipulatives that may not be able to be cleaned frequently (i.e., fabrics) or at all (i.e., sand, foam, playdough, etc.) can continue to be used if hand hygiene is practiced before and after use
- To reduce the amount of cleaning and disinfecting, limit the number of daily materials offered and alternate materials frequently.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.
- Small materials/toys can be placed in a mesh laundry bag and plunged into a bath of dish soap and water and hung to dry.
- Large materials/toys, or ones that cannot be submerged, can be sprayed with Envirosolutions™ ES79 (dish detergent) and wiped down. Request spray bottles through the administrator.
- Area carpets can be used.
- If additional support is needed, staff can reach out to the District Administration for specific student needs.

9.0 General Ventilation and Air Circulation

At this time, there is no evidence that a building's ventilation system, in good operating condition, would contribute to the spread of the virus. Good indoor air ventilation alone cannot protect people from exposure to COVID-19. The District is committed to ensuring that heating, ventilation, and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications to provide the best conditions for air quality, comfort, and control for staff and students.

- Schools with recycled/recirculated air system filtration, where applicable, have been upgraded to the MERV 13 filter specification. The MERV-13 filters are scheduled for replacement 4 times per calendar year.
- Fresh air intake systems are being adjusted to provide increased fresh air exchanges as detailed on the [ASHRAE](#) website.
- Schools should consider moving activities outdoors where possible when space and weather permit.
- Where possible open windows and doors, if weather permits and HVAC system function is not negatively impacted.

SECTION D – Appendices

Appendix A – Safe Work Procedures COVID-19

COVID-19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Coronavirus disease (COVID-19) is a novel strain that was discovered in 2019 and had not been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

Transmission

- The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs or sneezes.
- Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 can sometimes be spread by airborne transmission – exposure to virus in small droplets and particles that can linger in the air for minutes to hours (CDC, October 2020).
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads (CDC, October 2020).
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this novel coronavirus, but this is not thought to be the main way the virus spreads.
- There is no evidence that COVID-19 is transmitted via textbooks, paper or other paper products. Laminated or glossy paper-based products (e.g., children's books or magazines) and items with plastic covers (e.g., DVDs) can be contaminated if handled by a person with COVID-19, however the risk is low. (BCCDC Feb 4, 2021).
- COVID-19 has a very low infection rate in children, estimated at ~3% (aged 5-12) and ~6% (aged 13-18) in BC (BCCDC Feb 4, 2021).

Signs and Symptoms

- Please refer to the Daily Health Check and Managing Symptoms ([Appendix B](#))
- Symptoms may appear **2-14 days after exposure**

How to Avoid Spread

For staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever, and cough) need to stay home from school/work. If you have symptoms contact 8-1-1 for guidance.

- Practice proper hand hygiene and respiratory etiquette, and physical distancing.
- Follow the guidelines from the public health office.
- Contact 8-1-1 or go online to the BC COVID-19 Assessment Tool at [BC Thrive Health](#)
- **Avoid sharing food directly by using tongs for items such as fruit trays, deli trays, etc.**
- Avoid skin to skin contact with others (handshaking, hugging, etc.).
- Avoid touching your face with your hands.
- When making use of common areas, such as the lunchroom, lobby, hallways, office and

washrooms, be mindful of avoiding excessive crowding and remain respectful of people's personal space – maximizing physical distance, as much as possible.

- As appropriate – while being mindful of crowding, spacing, and employing a trauma informed lens – make use of virtual meetings (Zoom, Teams) and phone calls as an alternative to in-person conversations in order to minimize congregating for large groups.
- Whenever possible, relocate to another workspace or location to maximize physical distancing.
- Always follow the guidelines and recommendations of the public health office.

Personal Hand Hygiene and Respiratory Etiquette

Soap and water are the preferred method for cleaning hands. If not available, hand sanitizer may be used.

Students

- On arrival at school and before leaving school;
- After using the toilet;
- Before and after use of the playground equipment and moving to on-site childcare etc.;
- After sneezing or coughing;
- After breaks and sporting activities;
- Before eating any food, including snacks; and
- Whenever hands are visibly dirty.

Burnaby School District Staff and Visitors

- On arrival at work and before leaving work;
- After using the toilet;
- Before and after moving to an on-site childcare;
- After sneezing or coughing;
- After breaks and sporting activities;
- Before eating any food, including snacks;
- Before administering medications;
- Before food preparation, handling, or serving;
- Before and after assisting student with eating;
- After contact with body fluids (i.e., runny nose, spit, vomit, blood);
- When donning and doffing gloves;
- After handling garbage; and
- Whenever hands are visibly dirty.

How to Wash Hands

Watch this video from World Health Organization [How to Wash Hands from WHO](#)

- remove jewellery
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
 1. rub palm to palm
 2. rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. rub palm to palm with fingers interlaced

4. back of fingers on opposing palms
5. rub thumb rotationally, clasped in opposing hand
6. rub tips of fingers rotationally on opposing palm
7. rinse hands thoroughly
8. dry hands with paper towel
9. use paper towel to shut off water

If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a 60-70% alcohol agent is required but is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.
- If hands are soiled with visible contamination, they must first be washed with soap and water.

Please note: If you are unable to perform hand washing as above due to injury or medical skin conditions, please contact the District Health and Safety Manager for consultation.

Staff Accommodations/Working Remotely

The District has a duty to accommodate and will consider, on a case-by-case basis, the operational requirements of a staff member's position to provide, when necessary, temporary modified duties that include working remotely.

Daily Health Check

Everyone going into to school must complete a daily health check, including staff, visitors, and students. A daily health check means checking yourself or your child for new symptoms of illness, including symptoms of COVID-19.

Symptoms of illness (including COVID-19) include things like:

- Fever or chills
- Difficulty breathing
- Runny nose
- Headache
- Diarrhea
- Cough
- Sore throat
- Sneezing
- Body aches
- Loss of sense of smell or taste
- Loss of appetite
- Extreme fatigue or tiredness
- Nausea or vomiting

If you are sick or feel unwell, stay at home. This is important to stop the spread of illness, including COVID-19, in schools.

You can attend school if:

- Your symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies), OR
- You have existing symptoms that have improved to where you feel well enough to return to regular activities,

AND you are not required to self-isolate, or your self-isolation period is over (based on a positive COVID-19 test result, if taken).

What to Do When Sick

If you have mild symptoms of COVID-19, you usually don't need a test. Mild symptoms are symptoms that can be managed at home. Most people don't need testing for COVID-19.

Stay home and away from others (as much as possible) until you feel well enough to return to your regular activities and you no longer have a fever. You should also avoid non-essential visits to higher risk settings such as long-term care facilities and gatherings, for another 5 days after ending isolation.

If you have a Rapid Antigen Test at home, use it when you have symptoms. How long you should stay home depends on your test result. Find out more about [Rapid Antigen Test results](#).

If you do not have symptoms of COVID-19, you do not need a test.

If you are unsure about your symptoms, you can use the [Self-Assessment Tool](#), contact your health care provider, or call 8-1-1.

Testing may be recommended for some people who may be more likely to get severe disease. See BCCDC for information on [who testing is recommended for](#).

What to Do if Someone in Your Household is Sick

You can continue to attend school if someone in your household is sick and/or self-isolating as long as you do not have any symptoms of illness and feel well. This includes if they have tested positive for COVID-19.

Try to stay apart from the person in your household who is sick as much as possible.

Ensure you closely monitor yourself (or your child) for symptoms of illness and stay home if you develop symptoms of illness or feel unwell.

If You Test Positive for COVID-19

Your age and vaccination status determine how long you should self-isolate for if you test positive for COVID-19.

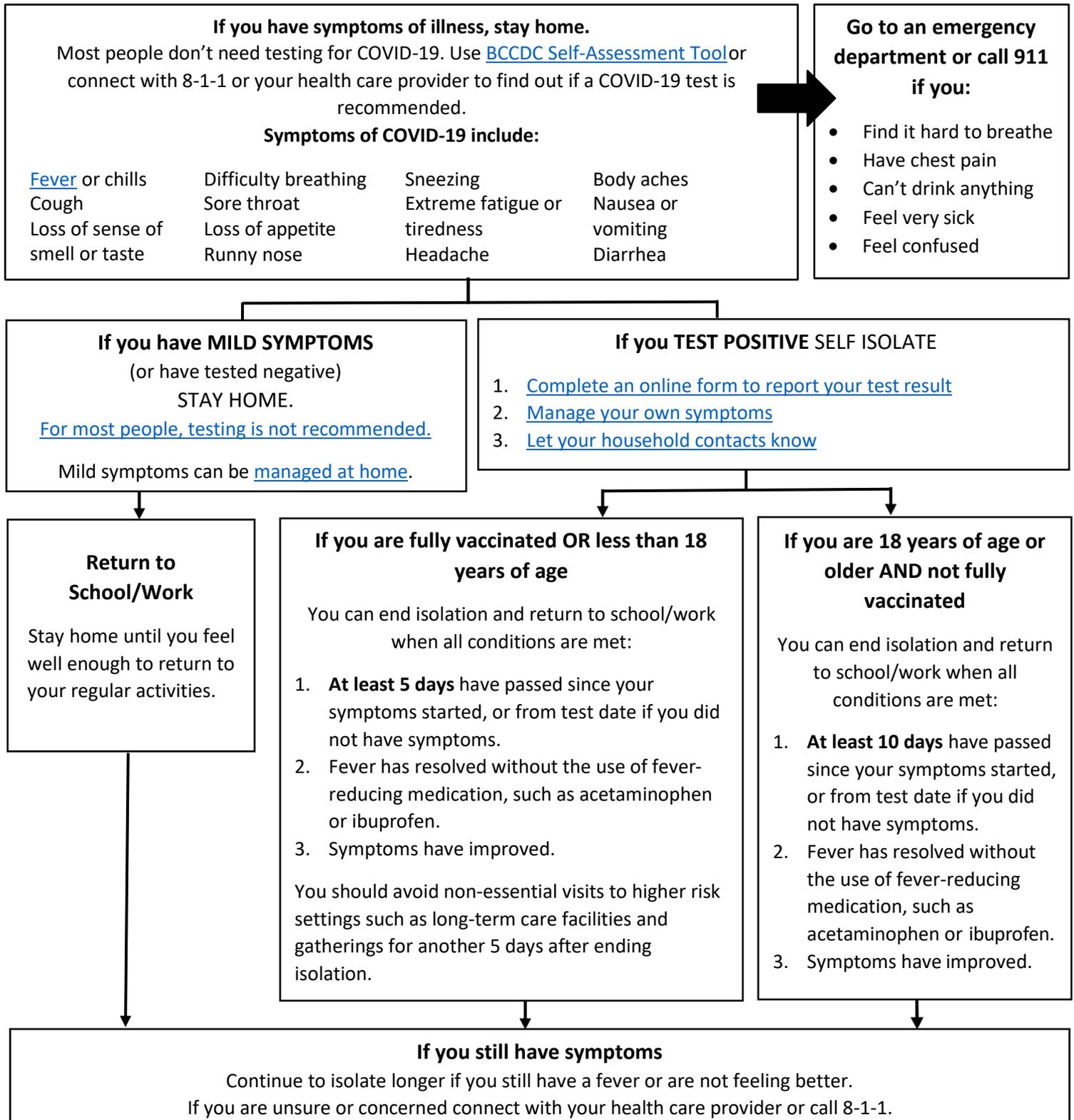
Age	Vaccination Status	Guidance
Under 18 years of age	Unvaccinated, partially vaccinated or fully vaccinated	Self-isolate at home for 5 days AND until your symptoms improve and you no longer have a fever. Avoid non-essential visits to higher risk settings like long-term care facilities and gatherings for another 5 days after ending isolation.
18 years of age or older	Fully vaccinated	
	NOT fully vaccinated	Self-isolate at home for 10 days AND until your symptoms improve and you no longer have a fever.

Close contacts, who are usually others in your household, do not need to self-isolate (regardless of vaccination status) but should closely self-monitor for symptoms. BCCDC has more information for [close contacts](#).

If you find it hard to breathe, have chest pain, can't drink anything, feel very sick, and/or feel confused, contact your health care provider right away or go to your local emergency department or call 9-1-1.

This information is adapted from the BC Centre for Disease Control. For more information, visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Summary: What to Do When Sick



What to do if someone is sick in your household:

You can continue to attend school if someone in your household is sick and/or self-isolating as long as you do not have any symptoms of illness and feel well. This includes if they have tested positive for COVID-19. Ensure you closely monitor yourself (or your child) for symptoms of illness and stay home if you feel unwell. The best way to protect yourself and your family from COVID-19 is to get vaccinated. Vaccines are available for anyone ages 5 and up. Register now at: [Getvaccinated.gov.bc.ca](https://getvaccinated.gov.bc.ca)

Appendix C – Staff with Allergies Protocol

Background

The allergy rate in Burnaby is around 10% of the population and the rate is higher in surrounding communities so, there could easily be 400 affected staff members. Every school has staff with allergies, typically in an elementary school there are 3-5 out of 30 people, ranging in severity.

There are common symptoms between influenza, the common cold, COVID-19, and allergies.

Approach

This as a case-by-case medical issue, based on severity (mild to severe), time of year, type of allergy (pollen, dust, mold), and type of symptom (dermatitis, respiratory, nasopharyngeal, etc.).

Decision Process

Can the staff member manage their symptoms while at work?

1. Staff may attend work if they prevent overt symptoms by:

- Personal practices (e.g., nasal lavage, medication, diet).
- Using the current school protocol for:
 - handwashing frequency or using extra handwashing as required, and using tissue;
 - maintaining distancing, cough/sneeze etiquette, avoiding touching face.

2. If unsure about the symptoms (cold, allergies, or COVID-19):

- Has the member accessed the online assessment tool at [BC Thrive Health](#) and/or;
- Has the member contacted 8-1-1?
- Did 8-1-1 recommend they be tested for COVID?
 - If yes, they can utilize a Rapid Antigen test and contact 8-1-1 and consult the Daily Health Check and Managing Symptoms ([Appendix B](#)).
 - If the results are negative, can they manage their allergies as listed above?
 - If the results are positive, Fraser Health will provide instructions for isolation and contact tracing.
 - If 8-1-1 does not recommend testing, can they manage their allergies as above?

3. If Staff cannot manage allergies at work, staff must provide a medical note from their doctor stating the symptoms are a result of allergies.

4. The process for non-COVID-19 cold/flu symptoms would much more likely mean the member stays at home until they are recovered and refer to 2 above.

Appendix D – Administering First Aid SWP COVID-19

Purpose

The protocol is a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or staff at schools/sites during COVID-19 to ensure worker safety.

Personal Protective Equipment (PPE)

Nitrile gloves. Safety eyewear or other PPE is task dependent.

Before performing/administering first aid, the OFA designate must read and understand this procedure and watch the associated hand washing video at [How to Wash Hands from WHO](#).

Procedure: Flu-like Symptoms

OFA designates are not to assess or approach patients with suspected flu-like symptoms. Should a staff or a student begin to show flu-like symptoms:

- Ensure safe distance of 2 metres and reassure the patient;
- Alert the Administrator/Manager;
- Direct staff to move everyone to another room or if patient is a child, have them wait in an isolation room for pick up from a parent or guardian; and
- Advise custodial staff of areas patient occupied to ensure Custodial Enhanced Cleaning SWP are followed.

Procedure: Non Flu-like Symptoms – Standard First Aid

- Have patient wash their hands thoroughly and where possible, wear a mask.
- Don nitrile gloves.
- Gather appropriate first aid supplies and leave first aid kit in staging area (first aid room/dressing area).
- Perform injury assessment verbally and visually prior to administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Advise custodial staff of areas used/touched for disinfecting purposes.
- Remove gloves as follows:
 - Remember the outside of the gloves are contaminated;
 - Grasp palm area of gloved hand and peel off first glove; and
 - Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Complete First Aid Record (form 55B23) as per WorkSafeBC (use the same form for students).

Appendix E – Custodial Enhanced Cleaning SWP – COVID-19

Purpose

This protocol is a procedure for custodial staff to follow while performing enhanced cleaning of schools/sites due to COVID-19 to ensure worker safety and effective disinfecting.

Enhanced Cleaning

Regular cleaning as well as enhanced cleaning once per 24 hours of washrooms, horizontal surfaces and frequently touched surfaces such as: door handles, light switches, handrails, water fountains, lunch tables, and desks, chairs, and tables. Please follow the process below to ensure cleaning is appropriate for COVID-19.

Personal Protective Equipment (PPE)

Rubber gloves, splash goggles, and if using Clorox 360, an N95 dust mask.

Procedure

- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Put on required PPE.
- To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
 - The custodial cart can be placed outside the room against a wall, **DO NOT** bring into room.
 - Use bucket to bring in essential supplies only to the room.
 - Bucket along with all its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
 - A waste bag will be placed on the floor by the doorway.
 - A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
- Using the Burnaby School District approved disinfectant, begin cleaning at the doorway and work around the room in a clockwise direction to ensure no areas are missed.
- Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including:
 - Chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches, doorknobs, desktops and any horizontal surfaces used during classroom activities that day.
- For washrooms using separate clean microfiber cloth, disinfect working from top to bottom:
 - Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and any specific areas identified by the staff;
 - Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl.
- Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
 - **Do not** leave additional liners in the bottom of the garbage container or hanging over the side.
- Take garbage/soiled items to exterior dumpsters.
- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Cleaning high touch surfaces should occur once per day for areas in use.

- For very high-risk areas, follow up with Clorox 360, if required and follow the Clorox 360 SWP.

Cleaning of Frequently Touched Surfaces

Frequently touched surfaces are items used by multiple students and staff including, doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles, tables, desks, chairs, manipulatives, toys, push bars, and push plates. High-risk areas include washrooms and medical rooms.

Purpose

- Eliminate or reduce the spread of COVID-19.
- Protect students, staff and school users from potential infection.
- Ensure safety of staff performing clean up.

Step 1 – Equipment

Gather the following equipment and supplies:

- Approved disinfectant cleaner
- Nitrile gloves
- Eye protection
- Microfiber cloths
- Spray bottle

Step 2 – Procedure

- Using a spray bottle with approved disinfectant cleaner:
 - Wet all high traffic surfaces;
 - Wait at least 30 seconds; and
 - Wipe with a microfiber cloth.
- Microfiber cloths should be rinsed out at frequent intervals during the cleaning process, soaked in disinfectant overnight and cleaning, and rinsed out the following day.
- Wash hands thoroughly using soap and warm running water for at least 30 seconds.



ULV Fogger and Atomizer for Disinfecting Secondary School PHE Equipment

The purpose of this ULV fogger is to be used to disinfect Secondary school PHE equipment that has been used for classes. The fogger will be used one time during regular school hours and one time after school. The fogger will be used inside the equipment storage room(s) with the used equipment placed on the floor. Any cupboard doors should be opened to allow for maximum exposure of the spray.

Supplies Needed:

- ULV Fogger
- Enviro-solutions ES71 (hydrogen peroxide)
- Extension cord

Preparation:

1. Add 1 fluid ounce of Enviro-solutions™ ES71 (hydrogen peroxide) to the reservoir. This is the maximum concentration needed.
2. Fill the reservoir with tap water (4 litre capacity).
3. Adjust the flowrate control clockwise to the minimum flowrate.

Operation:

1. Place the fogger on a high-level shelf in the equipment room with the spray nozzles pointed into the centre of the room.
2. Connect an extension cord and run the cord out of the equipment room to the nearest receptacle.
3. Lay the PHE equipment to be cleaned on the equipment room floor.
4. Turn the fogger on and leave the room. Close the doors.
5. **Let the fogger run for no more than 3 minutes. Do not overspray!**
6. Unplug the extension cord to shut the fogger off before opening the doors.
7. Allow a few minutes to air out the equipment room.

Specifications:

- Invatech Italia ULV Fogger Model X19, 15-50 Microns, 4 pounds dry.
- Gallon / 4 Liter Tank, Electric 110 volt-60Hz, Electric, 13' Extension cord.
- Flow Rate and Micron Setting Valve.

Labelling of the ULV Fogger

**Use ES71 (Hydrogen Peroxide)
Only**

1. Add 1 fl. oz. of ES71 to reservoir
2. Fill 4 litre reservoir with water

**Use ES71 (Hydrogen Peroxide)
Only**

Enviro-solutions™ ES71 H₂O₂ Multipurpose Cleaner

Hazards

- Causes severe skin burns and eye damage

Precautions

- Keep away from heat/sparks/open flames
- Wear protective gloves/clothing and eye protection

First Aid

- If swallowed, rinse mouth. Do not induce vomit
- If inhaled, remove to fresh air
- If on skin or in eyes, rinse with water

See SDS for more information



Appendix F – Diverse Learners Support Considerations COVID-19

Purpose

Learners with diverse, complex needs are considered vulnerable students. Learning plans require personal care and Staff to be in closer proximity. As a result, this document has been created to aid in creating Worker Safety Plan, Behaviour Support Plans and Personal Care Plans for students due to COVID-19.

Personal Protective Equipment (PPE)

Dependent on Personal Care Plan or Safe Work Procedure.

- A daily health check is required before admittance and isolation rooms are available should a child or staff member become ill while onsite.
- Staff working with a student indoors, and the service cannot be provided from behind a barrier, may choose to wear a non-medical mask, a face covering, or a face shield.
- Staff working with students who require seeing facial expressions and/or lip movement, and the service cannot be provided from behind a barrier, may choose to wear a mask with a transparent section to enable visualization of the mouth.
- All students K - 12 may also choose to wear a non-medical mask or face covering when receiving the above services indoors and a barrier is not present.
- No additional personal protective equipment (PPE) is required for personal care unless identified on a case-by-case basis by the health authority. For particularly complex cases (e.g., feeding tubes) direct any inquiries to the District for support.

Students with Immune Suppression

According to the Provincial Health Officer and the BC Centre for Disease Control, most children who are immunocompromised can return to in-class instruction when safety measures are in place. Protective self-isolation is only recommended for children who are severely immunocompromised, as determined on a case-by-case basis. Refer to the [BCCDC Guidelines for Children with Immune Suppression](#) and share this information with families of children with immune suppression.

Personal Care Plans

Students with complex health needs may have Personal Care Plans developed in conjunction with OT and PT staff. The same personal protective equipment (PPE) needed prior to COVID-19, for implementing a student's Personal Care Plan, continues to be required during this time of concern due to COVID-19.

Food/Eating

Use proper hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in the container it was brought in.
- Staff support student in washing hands, if required.
- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Staff monitor to ensure student remains seated while eating.
- Staff to return all waste and containers to student's backpack (pack in, pack out).

Toileting

- Staff to ensure the appropriate items are accessible in washroom to assist in toileting.
- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Staff wear gloves.
- Staff support student in areas required:
 - Staff to remain at student's side ask student not to speak and to turn head away from worker, if able; and
 - If second person is required to assist, second staff member will wear gloves while supporting, keeping as much distance as possible.
- Bathroom door ajar (if appropriate) to support physical distancing.
- Staff support student in washing hands, if required.
- Remove Gloves:
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
 - Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).

Self-injurious Behaviours

- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Staff to employ a verbal prompt to student.
- Staff request assistance.
- Staff approach employing CPI supportive stance.
- Staff to assist if safe:
 - Pushing into the bite; and
 - For head banging, place soft object between head and floor/wall/etc.
- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).

Hand over Hand Support Handwashing

- Staff support student to wash hands as required
 - In addition, if student touches face, mouth or nose, whenever possible staff support student to wash hands.
- Staff to provide verbal cues for hand washing.
- If student requires hands on support, Staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and to turn head away from worker, if able:
 - Staff support to wash hands with soap and water, dry hands with paper towel; and
 - Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).

Communication:

- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- If student requires hand over hand support for signing, wash hands with soap and water or a disinfectant wipe;
 - Support student to wash hands, as above.
 - Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).

- Ensure PECS or assistive communication devices are wiped down with disinfectant twice daily.

Programming

- Self-regulation:
 - Student may use items (fidgets) identified specifically for them and kept in a clearly marked bin;
 - Items to be wiped down twice daily or after each use as required.
- Items like cozy swing, SafeSpace are for a designated student only (single use).
- Activities include tasks in student's clearly marked bin. If using edible re-enforcers, follow eating protocol above.

Medication Administration

- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Staff wear gloves, if required as per health-care provider's recommendations.
- Administer medication.
- Remove gloves:
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
 - Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).

Specialized Equipment

If staff need to support students with specialized equipment such as helmet, stander, stroller/wheelchair, or lift:

- Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).
- Staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and turn head away from worker, if able;
 - Staff to support student, as needed; and
 - Wash hands as per Safe Work Procedures COVID-19 ([Appendix A](#)).

Recommendations for Worker Safety when student exhibits any of the following behaviour:

Although these behaviors are challenging if the student is asymptomatic and healthy, the risk of transmission is low especially if the behavior is paired with handwashing and cleaning.	
Review student's updated Worker Safety Plan and follow staff response accordingly	
1.	Spitting <ul style="list-style-type: none"> ▪ Wipe down any area that has possible saliva with disinfectant ▪ If in contact with saliva, wash hands and/or affected areas
2.	Biting <ul style="list-style-type: none"> ▪ If in contact with saliva, wash hands and/or affected areas ▪ If skin is broken seek first aid and follow universal precautions
3.	Lunging <ul style="list-style-type: none"> ▪ Move self out of way
4.	Grabbing <ul style="list-style-type: none"> ▪ If in contact with saliva, wash hands and/or affected areas

5.	Assisted movement <ul style="list-style-type: none">▪ If in contact with saliva, wash hands and/or affected areas▪ If Staff are supporting a student 2:1 they should manage their physical distancing by spelling each other off.
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Appendix G – Kindergarten Plan COVID-19

Nurture Our Relationships with Families as Partners

- Provide clear, simple communication to help nurture our relationships with families as partners. Parents may need additional communication to better support their child's transition to school this year.
- Include information about communicable disease prevention measures that will be in place as part of communications to students and their families.
- Parents and caregivers must follow health and safety guidelines for visitors determined by the district/school.
- Provide opportunities for students to learn and practice respecting personal space, recognizing they are unlikely to do this at all time.
- Take care of yourself to help support your students and their family's well-being and learning.

Create Rich Early Learning Experiences

- Create rich, joyful learning environments that encourage small group and individual play, while limiting direct physical contact.
- Adopt trauma informed approach to education and care.
- Continue to encourage experimentation and exploration.
- Engage in outdoor learning as much as possible (consider exploring local parks and green spaces).

Cleaning and Disinfecting

- Wash hands with plain soap and water for 20 seconds during transitions ([Appendix A](#)).
- Fabric and soft items including plush toys, pillows, couches, and fabric chairs can be used if hand hygiene is practiced before and after use.
- Frequently touched items like toys and manipulatives that may not be able to be cleaned frequently (i.e., fabrics) or at all (i.e., sand, foam, playdough, etc.) can continue to be used if hand hygiene is practiced before and after use.
- To reduce the amount of cleaning and disinfecting, limit the number of daily materials offered and alternate materials frequently.
- Plan activities that limit the use of shared materials and equipment. Individual school supplies are recommended and do not need to be cleaned daily.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.
- Small materials/toys can be placed in a mesh laundry bag and plunged into a bath of dish soap and water and hung to dry.
- Large materials/toys, or ones that cannot be submerged, can be sprayed with Envirosolutions™ ES79 (dish detergent) and wiped down.

Appendix H – Burnaby StrongStart BC Health and Safety Guidelines

StrongStart BC Programs follow the Public Health Guidance for Child Care Settings During the COVID-19 Pandemic. Access the information at [BCCDC Guidance Childcare](#).

StrongStart programs will continue to focus on play-based learning and create rich, joyful learning environments that encourage small group and individual play.

Health and Safety

There is no drop-in StrongStart. All families, new and returning, must register online for the 2021-22 year. The total number of registered families will determine the number of times per month families can attend the in-person StrongStart program. Burnaby StrongStart programs are available to Burnaby residents only. Families can only attend at one location.

- Districts/schools must ensure that StrongStart families are aware of health and safety protocols and requirements prior to entering the school.
- StrongStart signs will be posted to identify the designated StrongStart entrance along with markers for families to stand on outside of the designated entrance. Families **may not enter** the school building until invited in by the StrongStart Educator.
- Families must be on time to participate in the program.
- A Daily Health Check will be completed by the StrongStart Educator before families enter the school or classroom.
- A sanitizing station will be set up near the entrance. All members of a family are required to sanitize their hands prior to entering the school/classroom.
- All adults participating in the StrongStart program may choose to wear a non-medical mask, practice proper hand hygiene and respiratory etiquette, and maintain physical distance.
- Families and caregivers can encourage children to wear masks based on their personal choice.
- Schools will limit building access to only those areas required for the purpose of the program (e.g., StrongStart room, designated washroom).
- There will be no scheduled library or gym time.
- Access to washroom facilities are limited but not prohibited. All members of the family must wash their hands before leaving the StrongStart room to use the facilities and before returning to the StrongStart room after using the facilities.
- Spaces used by StrongStart programs will be cleaned and disinfected at the end of each day.

Programming

- Each in-person classroom session can accommodate up to six families (1 parent/guardian per 3 children maximum) to a maximum of twelve people. All in-person programs will run from 9:30am to 11:30am to accommodate cleaning and disinfecting protocols.
- Each outdoor session can accommodate up to ten families (1 parent/guardian per 3 children maximum) to a maximum of twenty people.
- Childcare providers do not have access to centres at this time.
- All adults must physically distance from each other and children not their own.
- It is not necessary to attempt to eliminate close contact between children, recognizing the importance of children's emotional, physical, and developmental needs.

- Children will be encouraged to minimize physical contact with each other, unless part of the same family unit.
- Activities that encourage individual play and more space between children, staff, and parents will be organized.
- Songs, stories, music, and movement will be organized to support physical distancing between adults.
- Individually packaged snacks will be distributed at the end of each visit and any sharing of food, drink, or personal items (e.g., phones, clothes) is discouraged.

Materials and Equipment

- Clean and disinfect frequently touched surfaces, toys and manipulatives used by multiple children at least twice every 24 hours.
- Frequently touched items that may not be able to be cleaned frequently (i.e., fabric) or at all (i.e., sand, foam, playdough, etc.) can continue to be used if hand hygiene is practiced before and after use.
- Clean and disinfect any surface this is visibly dirty.
- Limit the number of daily materials offered. Materials can be introduced throughout the week and rotated to keep cleaning to a minimum.
- Plan activities that limit the use of shared materials and equipment.
- There is no evidence that COVID-19 is transmitted by books or paper therefore, these items will be available for use.
- All members of the family should practice proper hand hygiene and respiratory etiquette before and after using materials and equipment.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids and between uses by different children should be cleaned as soon as possible (a large bucket will be made available for families to put soiled items in).

Illness

- All family members must complete the requirements of a Daily Health Check and Managing Symptoms before entering the school ([Appendix B](#)).
- Children, adults, and staff should stay at home when they are sick and monitor symptoms for 24 hours or when new symptoms of illness develop, such as:
 - Fever
 - Chills
 - Cough
 - Difficulty breathing (in small children, this can look like breathing fast or working hard to breathe)
 - Loss of sense of smell or taste
 - Nausea or vomiting
 - Diarrhea
- If symptoms include fever or difficulty breathing, or if symptoms last for more than 24 hours or get worse, seek a health assessment by calling 8-1-1 or go online to the BC COVID-19 Self-Assessment Tool at [BC Thrive Health](#) or a primary care provider and follow their advice.
- Children or adults who become sick while in the StrongStart setting will be asked to go home as soon as possible.

- Children and staff should:
 - Cough or sneeze into their elbow sleeve or a tissue;
 - Throw away used tissues and immediately perform hand hygiene (“cover your coughs”);
 - Not touch their eyes, nose or mouth with unwashed hands (“Hands below your shoulders”).

If a person is diagnosed with COVID-19, information about any potential or confirmed cases should be treated as confidential. All necessary notifications will be done by Fraser Health.

Appendix I – Licensed Childcares/Preschools

The Burnaby School District is committed to ensuring the health and safety of all District and Licensed Childcare staff and children by following the direction of the Provincial Health Office, Fraser Health Authority, BC Centre for Disease Control, Ministry of Children and Family Development, Ministry of Education, and WorksafeBC.

Licensed Childcares are permitted to operate at their approved capacity with protocols that meet or exceed the guidance from the Ministry of Children and Family Development and the BC Centre for Disease Control's *Public Health Guidance for Child Care Settings During the COVID-19 Pandemic* [BCCDC Guidance Childcare](#).

The following summary is meant to harmonize the Childcare and District COVID-19 protocols.

Health and Safety

For childcare/preschool providers located in schools:

- District/schools must ensure that childcare/preschool staff are aware of health and safety protocols and requirements prior to entering the school building;
- Staff are required to sanitize their hands prior to entering the school/programming space;
- Schools will limit building access to only those areas required for the purpose of the childcare/preschool program;
- Staff may choose to wear a non-medical mask, practice proper hand hygiene and respiratory etiquette throughout the program and, maintain physical distance from the school community while in common areas;
- Where possible, utilize a separate entrance and exit from the school;
- The School Administrator will advise on exclusive access routes and designated washrooms that minimize the interaction between the childcare and school staff, students, and children;
- Maintain social distancing for drop-off and pick-up by parents; and
- Parents/visitors are limited from entering school buildings unless under special circumstances, during which all childcare and district/school safety protocols will be followed.

For **all** childcare/preschool providers:

- District/schools must ensure that childcare/preschool staff are aware of health and safety protocols and requirements prior to entering the school building;
- Staff may choose to wear a non-medical mask, practice proper hand hygiene and respiratory etiquette throughout the program, and maintain physical distance from the school community while in common areas;
- Limit the interaction between childcare staff and school staff when transitioning students between the childcare and school;
- Minimize the interaction between the childcare and school operations;
- Students transitioning from a childcare to school may choose to wear a mask, or alternate measures made for those who cannot wear masks for medical and/or disability-related reasons;
- Use of the playground, staff room, gym, and areas of the school will be based on the school schedule and district/school safety protocols;
- Maintain social distancing for drop-off and pick-up by parents/caregivers; and

- Parents/visitors are limited from entering school buildings unless under special circumstances, during which all childcare and district/school safety protocols will be followed.

Childcare, School Staff, and Children

- Stay home if ill with fever or have a cold or illness symptoms of any kind.
- Complete a daily health check.
- Separate daily health checks will be performed when a student transitions from a childcare to the school and from the school to a childcare.
- If, during a transition,
 - A health check from school to a childcare indicates symptoms, the school will isolate the child and contact the parents, or
 - A health check from a childcare to school indicates symptoms, the childcare will isolate the child and contact the parents.
- Register daily attendance and retain these records for 14 days in the event you are contacted by Fraser Health.
- Hand wash during all transition points between the childcare and the school.
- Staff will maintain social distancing and limit child physical interactions as much as possible.
- Staff and children will practice and monitor:
 - Frequent hand washing;
 - Avoid touching the face; and
 - When coughing or sneezing must cover their mouth with their elbow or a tissue and throw the tissue away immediately.
- Children identified as unwell during the day are to be isolated from other students and staff. Arrangements will be made for pickup as quickly as possible. A disposable mask should be made available, if it can be worn by the student.
- Parents will follow the instructions of the BCCDC if their child is required to self-isolate at home.
- If a child is required to self-monitor and approved to attend childcare and/or school, childcare and school staff will assist monitoring for illness symptoms.

Cleaning

- Owner/Operator childcares/preschools are responsible for their own cleaning.
- Childcares/preschools will manage their own cleaning during the day with regards to high-touch surface cleaning.
- The District will provide enhanced cleaning services at the end of each day for childcare/preschool providers located in schools or in school owned buildings.

Appendix J – Out-of-School Time Programming COVID-19

Health and Safety

- Districts/schools must ensure that program providers are aware of health and safety protocols and requirements prior to entering the school.
- Program providers are required to sanitize their hands prior to entering the school/programming space.
- Schools will limit building access to only those areas required for the purpose of the OST program (e.g., gym, community room, library, designated washroom).
- Program providers may choose to wear a non-medical mask, practice proper hand hygiene and respiratory etiquette throughout the program and maintain physical distance; or alternate measures made for those who cannot wear masks for medical and/or disability-related reasons.
- All students may choose to wear a non-medical mask indoors, or alternate measures made for those who cannot wear masks for medical and/or disability-related reasons.
- Schools should limit building access to only those areas required for the purpose of the program (e.g., outside door to gym, designated washroom).

Illness

- Program providers must complete the requirements of a Daily Health Check and Managing Symptoms before delivering a program ([Appendix B](#)).
- Program staff and volunteers who are feeling ill must stay at home.
- If participants show any symptoms of COVID-19, staff (wearing a mask) will, isolate the child (younger children must remain supervised), and contact their parent/caregiver to pick them up right away. Staff should self-monitor for any symptoms.
- If symptoms include fever or difficulty breathing, or if symptoms last for more than 24 hours or get worse, seek a health assessment by calling 8-1-1 or go online to the BC COVID-19 Self-Assessment Tool at [BC Thrive Health](#) or a primary care provider and follow their advice.

Programming

- Each session should maintain a ratio of 1 program leader per 12 participants, to a maximum of 2 program leaders per 20 participants (outside or in the gym).
- Avoid non-essential people in the facility.
- Organize participants into smaller groups.
- Where possible, adapt indoor programming to take place outside.
- Programming may take place in the gym, community room, multipurpose room and/or library. No classroom use is available at this time.
- Plan individual physical activities that maximize physical distancing (e.g., running, hiking, snowshoeing, yoga, skiing, archery, skating, and tennis).
- Plan low-contact sports/physical activities (e.g., baseball, soccer, volleyball).
- Limit high contact sport/physical activities (e.g., wrestling).
- Set up individual supplies for arts activities to limit shared materials.
- Discourage any sharing of food, drink or personal items (e.g., phones, clothes).

Equipment

Program providers should plan physical activities that limit the use of shared equipment. If equipment must be used:

- Program providers must bring their own equipment (school equipment is not available at this time);
- Students should practice proper hand hygiene before and after participating in physical activity and equipment use ([Appendix A](#));
- Consider assembling individualized PHE kits that can be assigned to students;
- Anticipate equipment hygiene compromises and keep extra equipment on hand so that instructional time is not lost to re-cleaning equipment;
- Encourage students to come to school in clothing that is appropriate for PHE and the weather;
- When transitioning to/from outside remind students to use designated areas for changing into jackets and winter clothing if moving outdoors, such as in designated or marked areas; and
- Shared equipment must be cleaned and disinfected after each program.

Appendix K – Curriculum, Programs, and Activities

All curriculum, programs, and activities should operate in alignment with provincial K - 12 health and safety guidelines, including school-led activities held off campus (e.g., sports academies, community-based programs/courses). Students and staff are also required to follow the safety protocols required by the off-campus facility. Where there is a conflict, the safety protocols required by the off-campus facility should be followed. Shared equipment should be cleaned and disinfected as per the enhanced cleaning protocols in these guidelines. Students should be encouraged to practice proper hand hygiene and respiratory etiquette before and after participating in music classes and music equipment use.

In-person inter-school events including competitions, tournaments, and festivals should be in consultation with the school administrator and follow all health and safety guidelines. Where possible, schools may seek virtual alternatives to continue to support these events in a different format.

Arts Education

- Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds ([Appendix A](#)). Students and staff should wash their hands:
 - At the beginning and at the end of the class;
 - Before and after handling shared equipment; and
 - Whenever hands are visibly dirty.
- Have personal spaces and equipment set up for students, as best as possible.
- Avoid sharing equipment by numbering and assigning each student their own supplies, if possible.
- Clean and disinfect shared equipment as per the enhanced cleaning protocols in these guidelines.
- When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Demonstrations and instruction:
 - Ensure appropriate space is available to allow for all students to view and understand demonstrations; and
 - If needed, break class into smaller groups to allow appropriate spacing.

Dual Credit

Students may earn “dual credit” towards graduation by enrolling in and successfully completing courses at specific post-secondary institutions.

- For students taking dual credit courses taken in secondary schools, the health and safety guidelines outlined in this document apply.
- For students taking dual credit courses in post-secondary institutions, schools must ensure students are aware of and adhere to the health and safety guidelines set out by post-secondary institutions. Information on health and safety guidelines for post-secondary institutions can be found on the [BC Government website](#) and in individual institutions.

Food/Culinary Programs

Schools can continue to include food preparation as part of learning programs for students. The following guidelines should be applied:

- Food Safety

In the case of food and culinary programs, where food is prepared as part of learning and is consumed by the students who prepared it, the following health and safety measures should apply:

- Continue to follow normal food safety measures and requirements;
 - Implement the cleaning and disinfecting measures as per Foodsafe™ requirements.
- Hand Hygiene and Cleaning Protocols
Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds ([Appendix A](#)). Students and staff should wash their hands:
 - At the beginning and at the end of the class;
 - Before and after handling food;
 - Before and after eating and drinking; and
 - Whenever hands are visibly dirty.

Food Services

Schools can continue to provide food services, including for sale. Some schools offer food services that are regulated under the [Food Premises Regulation](#). These are typically cafeterias though may include some meal programs.

If food service is provided in schools that is regulated under the Food Premises Regulation, no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g., a Foodsafe™ trained staff member, a food safety plan, etc.).

- For food contact surfaces, schools should ensure any sanitizers or disinfectants used are approved for use in a food service application and are appropriate for use against COVID-19. These may be different than the products noted in this document for general cleaning and disinfection. Additional information is available on the [BCCDC website](#).
- Schools can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs, and other food access initiatives.
- Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items).
- Schools should continue to emphasize that food and beverages should not be shared.

Textile Programs

Practice diligent hand hygiene and respiratory etiquette by washing hands with plain soap and water for at least 20 seconds ([Appendix A](#)).

- Students and staff should wash their hands:
 - At the beginning and at the end of the class;
 - Before and after handling shared tools or equipment; and
 - Whenever hands are visibly dirty.
- Have personal spaces and tools set up for students, as best as possible.
- Avoid sharing hand tools by numbering and assigning each student their own supplies, if possible.
- Clean and disinfect shared equipment as per the enhanced cleaning protocol in these guidelines.
- When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Safety demonstrations and instruction:

- Ensure appropriate space is available to allow for all students to view and understand demonstrations; and
- If needed, break class into smaller groups to allow appropriate spacing.

Music Programs

All classes, programs, and activities (e.g., Band, Choir) can continue to occur where:

- K - 12 staff, and all students K - 12 may choose to wear a mask when indoors during music programs, and temporarily remove it while engaging in an educational activity that cannot be performed while wearing a mask (e.g., playing a wind instrument or singing). Students may choose to continue wearing a mask while singing.
- Physical contact is minimized, and students and staff are spaced as far apart as possible.
- In-person inter-school competitions/performances/events should be in consultation with the school administrator and follow all health and safety guidelines. Where possible, schools may seek virtual alternatives to continue to support these events in a different format.
- Shared equipment should be cleaned and disinfected as per the enhanced protocol in these guidelines. Students should be encouraged to practice proper hand hygiene and respiratory etiquette before and after participating in music classes and music equipment use.
- Music education should be delivered in line with the [Guidance for Music Classes in BC During COVID-19](#) developed by the B.C. Music Educators' Association and the Coalition for Music Education in BC.

Physical and Health Education (PHE)/Outdoor Programs

- Create space between students and staff, and encourage outdoor activities and programs, as much as possible.
- K - 12 teachers should plan physical activities that:
 - Can be adapted wherever possible to reduce physical contact;
 - Do not involve prolonged physical contact (i.e., physical contact beyond a brief moment) or crowding (e.g., tag or touch football);
 - Maximize physical distancing.
- As in all other situations, K - 12 staff may choose to wear a mask during PHE program classes.
- Shared equipment can be used, provided it is cleaned and disinfected as per the enhanced cleaning protocol in these guidelines.
 - Students should be encouraged to practice proper hand hygiene and respiratory etiquette before and after participating in physical activity and equipment use.
 - Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.).
- Refer to Physical and Health Education ([PHE Canada Guidelines](#)):
 - Include more individual pursuits than traditional team activities such as dance, alternative environment and land-based activities, exercises without equipment, fitness, mindfulness, gymnastics, and target games.
 - Explore local parks and green spaces to promote outdoor learning and activity.
- For all students K - 12, PHE and outdoor programs can proceed in alignment with the guidance above and the following additional requirements:

High Intensity Physical Activities. As a general rule, high intensity physical activities involve sustained heavier breathing and elevated heart rates. Most people engaged in these activities cannot say more than a few words without having to catch their breath.

- For high intensity stationary physical activities (e.g., exercise bike, weightlifting), students need to maximize their distance if indoors.
- For high intensity physical activities that involve movement (e.g., basketball, soccer), indoors or outdoors:
 - Students are not required to maintain physical distancing, but the activity must be delivered in a way that reduces the likelihood of physical contact beyond a brief moment.
- As with other activities, students may choose to wear a mask during high intensity physical activities (stationary or with movement, indoors or outdoors) as a personal choice.

Low Intensity Physical Activities. With low intensity physical activities, most people can carry on a conversation without having to catch their breath.

- For low intensity activities, (e.g., yoga, walking), the choice is also for K - 12 students whether or not to wear a mask.

School Libraries/Learning Commons

- School libraries/learning commons facilities should be open and book exchange can continue. There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. There is no need to limit the distribution or sharing/return of books or paper-based educational resources to students because of COVID-19.
- Students and staff should practice proper hand hygiene and respiratory etiquette and wash their hands before and after handling shared equipment/resources and whenever hands are visibly dirty.
- Laminated or glossy paper-based products (e.g., books, magazines, worksheets, etc.) and items with plastic covers (e.g., DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect, or quarantine these items for any period of time.
- The BC Teacher Librarians Association has developed [Recommendations for Access to Library Learning Commons Resources to Meet COVID-19 Requirements](#).

School Sports

Intra-school (students, staff, and necessary volunteers only) and Inter-school sports events (those with visitors/parent spectators) are currently permitted in Burnaby Schools including tournament play with the following guidance:

- **Intra-school and inter-school events do not have a capacity limit.**
- Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate.
- Intra- and inter-school programs, activities (e.g., intramurals, sports team practices, games), sports academies, and events can continue in alignment with the requirements of relevant local, regional, and provincial public health recommendations and Orders for community gatherings and events.
- K - 12 staff, other adults, and students in grades 4 to 12 may choose to wear a mask when they are indoors, and a barrier is not present.
- During high-intensity sport activities (e.g., stationary bike, weightlifting, basketball, soccer) students may choose to wear a mask as a personal choice.
- Staff are encouraged to move high-intensity sport activities outdoors whenever possible.

- For low intensity sport activities (e.g., stretching, golf), students may choose to wear a mask when they are indoors, and a barrier is not present. Use all available space to spread students and staff out as much as possible.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in [Section 8 Cleaning Protocols](#) of this document.
 - Students should be encouraged to practice proper hand hygiene and respiratory etiquette before and after using frequently touched pieces of equipment (e.g., before and after a sports game using a shared ball).
 - Equipment that touches the mouth (i.e., water bottles) should not be shared unless cleaned and disinfected in between uses.

STEAM Programs

Practice hand hygiene by washing hands with plain soap and water for at least 20 seconds ([Appendix A](#)).

- Students and staff should wash their hands:
 - At the beginning and at the end of the class;
 - Before and after handling shared tools or equipment; and
 - Whenever hands are visibly dirty.
- Have personal spaces and tools set up for students, as best as possible.
- Avoid sharing hand tools by numbering and assigning each student their own supplies, if possible.
- When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Clean and disinfect shared equipment as per the enhanced cleaning protocol in these guidelines.
- Safety demonstrations and instruction:
 - Ensure appropriate space is available to allow for all students to view and understand demonstrations; and
 - If needed, break class into smaller groups to allow appropriate spacing.

Science Labs

- Students and staff should practice hand hygiene by washing their hands:
 - At the beginning and at the end of the class;
 - Before and after handling shared tools or equipment; and
 - Whenever hands are visibly dirty.
- Have personal spaces and tools set up for students, as best as possible.
- Avoid sharing hand tools by numbering and assigning each student their own supplies, if possible.
- When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Clean and disinfect shared equipment as per the enhanced cleaning protocol in these guidelines.
- Safety demonstrations and instruction:
 - Ensure appropriate space is available to allow for all students to view and understand demonstrations; and
 - If needed, break class into smaller groups to allow appropriate spacing.

Technology Education (Shop Classes & Trades in Training Programs)

- Students and staff should practice hand hygiene by washing their hands:
 - At the beginning and at the end of the class;
 - Before and after handling shared tools or equipment; and
 - Whenever hands are visibly dirty.
- Have personal spaces and tools set up for students, as best as possible
- Avoid sharing hand tools by numbering and assigning each student their own supplies, if possible.
- Clean and disinfect shared equipment as per the enhanced cleaning protocol in these guidelines.
- When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Safety demonstrations and instruction:
 - Ensure appropriate space is available to allow for all students to view and understand demonstrations; and
 - If needed, break class into smaller groups to allow appropriate spacing.
- Ongoing collaboration and communication with post-secondary institutions for Trades in Training or other pre-trades apprenticeship programs is crucial. Ensure that staff and students in the K - 12 school and the post-secondary institution are aware of health and safety measures in place.
- Diligent student self-assessment of health when transitioning between the secondary school and post-secondary institution.
- Given the unique structure of Trades Training Programs and oversight by the Industry Training Authority (ITA), new information on assessments and programming for these courses is available online.

Theatre, Film, and Dance Programs

- In-person inter-school festivals/events should be in consultation with the school administrator and follow all health and safety guidelines. Where possible, schools may seek virtual alternatives to continue to support these events in a different format.
- Dance and drama classes should minimize contact by reorganizing warmups, exercises and performance work into smaller groups allowing for physical distancing to occur as per individual space limitations. This could mean that:
 - Portions of the class act as an audience and audit work; and
 - Portions of the class work in alternate areas on their own small group or individual exercises.
- Blocking of scenes and dance numbers should be choreographed in ways that limit physical touch and face-to-face interactions, and instead seek creative solutions to dynamic storytelling and expressive movement.
- All K - 12 students and staff may choose to wear a mask during these programs as a personal choice.
- Shared equipment such as set pieces, props, cameras etc. should be rotated or cleaned and disinfected as per the enhanced cleaning protocol in these guidelines.
- Costume items should be limited in their shared use at this time.

- Where possible, make use of outdoor and site-specific performance spaces that allow for physical distancing for drama, film and dance, especially if working in theatres, green rooms and studios that have no windows.
- Consider alternatives for audience engagement such as online streaming, in class or family-oriented presentations.
- The Association of BC Drama Educators (ABCDE) is currently developing additional guidelines for teaching drama during COVID-19. Staff should refer to the [ABCDE website](#) for more information.

Work Experience

The work environment has changed due to the impacts of COVID-19 and employers will need to follow current guidelines from the Provincial Health Office and WorksafeBC. Students can still engage in work placements in accordance with the following guidance:

- For current and any new placements, standards in the ministry [Work Experience Program Guide](#) must be followed. *(Note: As part of setup and monitoring, worksite visits can now be conducted virtually if needed.)*
- Schools and school districts will assess and determine if it is safe for their students to continue with existing work placements or to begin new placements, considering [Provincial Health Officer](#) and [WorkSafeBC](#) guidance regarding COVID-19. To ensure awareness and support for placements under these conditions, it is recommended that school districts and schools obtain parent/guardian sign-off for all new and continuing placements during the COVID-19 pandemic.
- Students and support workers who accompany students with diverse abilities to work sites, life skills course and locations, etc., will adhere to the health and safety guidelines of the workplace including wearing PPE if required.

Appendix L – Michael J. Fox Theatre Event Presentation Guidelines COVID-19

The Burnaby School District is committed to collaborating with the Michael J. Fox Society and theatre staff to ensure that events meet the health and safety requirements for staff, students, crews, and attendees by following the direction of the Provincial Health Officer, BC Centre for Disease Control, Ministries of Health and Education, and WorksafeBC.

The following summary is meant to harmonize the Michael J. Fox (MJF) Theatre and District COVID-19 protocols. Individual events may require a more detailed safety plan before proceeding.

MJF Theatre Preparation

- There will be hand sanitizer located at the designated access points in the lobby and theatre entryways.
- All staff, crew, and performers will be required to do a health check, as per [Appendix B](#). If anyone is feeling unwell, please avoid entering the facility.
- The dressing rooms and green rooms will be accessible to the performers, staff, and crew.

MJF Theatre Events

- The organizer will provide a safety plan with COVID-19 protocols for review by the District and MJF Theatre staff prior to event approval. The plan will include:
 - Safe work procedures for COVID-19;
 - Daily health checks;
 - Hand sanitizer, and PPE protocols;
 - A site and stage layout;
 - Parking management;
 - Work scheduling;
 - Food services management; and
 - A COVID response communication plan.
- Access to the event will be controlled.
- Organizer(s), stage crew, theatre staff, and participants may choose to wear a mask while inside the facility. Performers may choose to wear a mask in all spaces except while performing on stage. Masks are not mandatory but encouraged in the facility.
- Assigned seating will be required for each participant. Participants are seated throughout the theatre in such a way as to use all available space. Participants are to stay in the seat to which they are assigned and must not move from seat to seat.
- Organizer(s) and theatre staff will monitor the number of persons present and ensure that the number of persons present does not exceed the maximum number permitted for an inside event.
- Organizer(s) and theatre staff will provide guidance and direction to avoid the congregation of participants.

Cleaning During and After Event

- The MJF Theatre will schedule all cleaning services during and after an event.
- In-house event cleaning will be managed by the MJF Theatre and include high-touch surface cleaning and enhanced cleaning after the event when applicable. Cleaning will be organized in conjunction and cooperation with District custodial staff.

MJF Theatre Communication Plan – Suspected Case of Covid-19 Response

- Event planners and the District are each responsible for communicating with their respective groups and must follow the advice and guidance of the Fraser Health Authority.
- The Burnaby School District will not release any information regarding individuals who may have COVID-19 exposure.

Appendix M – Facilities and Transportation SWP COVID-19

Purpose

This protocol provides guidance for Facilities/Transportation staff while working during the COVID-19 pandemic to ensure worker safety.

District Procedures

- **Vehicle may be shared with the following protocols:**
 - Wear a mask at all times in the vehicle;
 - Keep windows open; and
 - Keep ventilation set to fresh air (not recirculation).
- **If you are using a vehicle after another worker, it must be re-sanitized before use (see Vehicle Cleaning PPE below).**
- Complete a Daily Health Check and Managing Symptoms prior to starting work ([Appendix B](#))
- Practice proper hand hygiene and respiratory etiquette as per Hand Washing Safe Work Procedures COVID-19 ([Appendix A](#)).
- Do not share tools without disinfecting first.
- Avoid congregating in common areas.
- Contact your Manager or clerical staff by email or phone rather than in person.
- Check emails daily for new information and additional guidance.
- Two-person task safety overrides maximizing worker distancing.

Personal Protective Equipment (PPE)

Job/task dependent. See job/task specific procedures or Safety Data Sheet for product being used.

Vehicle Cleaning PPE

As required for use of the ES64 product in vehicles. Additional PPE may be required depending on chemical and supply.

- Perform hand washing as per Hand Washing Safe Work Procedures COVID-19 ([Appendix A](#)).
- Using approved disinfectant and a green microfibre cloth, begin cleaning at the door and work your way into the vehicle.
- Rub and scrub all contact surfaces, including:
 - Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
 - To clean the microfiber cloth, please hand wash and hang to dry before next use
- Take garbage/soiled items to exterior dumpsters.
- Perform hand washing as per Hand Washing Safe Work Procedures COVID-19 ([Appendix A](#)).
- This procedure should be performed at end of every shift.

Please note: If a co-worker is assigned to use the vehicle after you, they must also perform this procedure before they use the vehicle at the start of their shift.

Appendix N – Student Transportation on Buses and Lynch Bus Lines Exposure Control Plan COVID-19

The following District expectations for COVID-19 protocols apply to Lynch Bus Lines staff who may interact with District staff and students.

During COVID-19 the K - 12 sector is taking direction from several governing bodies and staff are encouraged to familiarize themselves with information that is being put out by the following:

- Government of BC – Response to COVID-19;
- BC Canadian Centre for Disease Control; and
- WorkSafeBC.

Daily Self-Assessment Safe Work Procedures

Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the work site and they include:

- Fever (average normal body temperature is 37C);
- Chills;
- Cough;
- Shortness of breath;
- Sore throat and painful swallowing;
- Stuffy or runny nose;
- Loss of sense of smell;
- Headache;
- Muscle aches;
- Fatigue;
- Loss of appetite.

Please note:

- If you typically have seasonal allergies, you should conduct yourself in a responsible manner when out in public (i.e., cough or sneeze into your arm and/or wear protective face covering).
- All staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- If you become symptomatic while at work, you must inform your immediate supervisor and promptly exit the worksite.
- For more information on whether you should be tested visit the [BCCDC website](#). Information regarding the BC's Self-Assessment App & Tool can be found online.
- Site Entry/Exit – Safe Work Procedures
- Any staff member accessing our building must adhere to the following:
 - Upon entry to the building first check to make sure that the occupancy limit has not been exceeded, if not then it is safe to enter, if so please wait outside until you can enter safely;

- Next proceed directly to a sink where you can follow the proper handwashing procedures. We have set up a hand washing station outside close to the bus wash area;
- Upon returning to the site after having left you will then be required to repeat step 2.

Buses Loading/Unloading Safe Work Procedures

Every bus will be outfitted with a clear vinyl barrier immediately behind the driver. To the right of the driver will be a clear plastic curtain that can be adjusted for ease of access and to ensure a protective barrier is in place while the loading and unloading of the bus is taking place, or during travel.

Bus drivers are required to wear a non-medical mask, a face covering, or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses except while driving or able to maintain physical distance (2 metres). Exceptions will be made for bus drivers who cannot tolerate masks for health or behavioural reasons.

All students K - 12 are required to wear a mask when they are on the bus. Mask wearing remains a personal or family/caregiver choice for these students. Exceptions will be made for students who cannot wear masks for health or behavioural reasons.

The following are directions for loading/unloading students on the bus:

- Student will enter the bus and be directed to rear of the bus;
- Student will need to sit in the first available seat starting at the rear of the bus;
- Students need to sit next to the window as available;
- Students who may sneeze or cough while on the bus may need a reminder to cover their face using a tissue, an article of clothing, or the crux of their arm;
- Upon arrival at a destination, students will need unload the bus from front to back and may need reminders on physical distancing; and
- Students will sit two per seat and all students will require a mask. This will be determined on a school-by-school basis.

Please note:

- It is OK for the driver to be outside the bus with the keys when unloading or loading at the school provided the keys are with the driver and not in the bus. During the run driver must stay in the driver's seat.
- It is the parent/student responsibility to maintain physical distancing while waiting for the bus.
- If there are multiple students at a location for pick-up, once the first student boards and reaches the top of the stairs, only then can the next student load the bus.
- Students must load the bus evenly (side to side) starting at the rear.
- Drivers should not be engaging in any dialogue with the students, parents/guardians, or other site staff about possible illness.
- If you suspect one of the students on your bus may be experiencing flu like symptoms you are asked to report this directly to dispatch and they will follow up accordingly.
- Yes, some students will be passing by other students while on the bus, this will happen, the goal is to minimize the risk by limiting the exposure time(s).

Driver Daily “Must Dos” Safe Work Procedures

The following are expectations that all drivers must adhere to until advised otherwise:

- Always maintain physical distancing (2 metres);
- Proper hand hygiene and respiratory etiquette must be a priority;
- Wipe down the driver compartment before and after each use, this must be done prior to doing the pre-trip inspection and immediately following the post-trip inspection;
- Adjust 4 windows to a reasonable open position or appropriately open the roof vents to allow for proper air flow through the bus;
- Buses must be disinfected at the end of each AM and PM run;
- Must adhere to the site protocols if you need to enter another school district facility; and
- Wipe down all touch surfaces inside the driver lounge/training building after each use (i.e., microwave, tabletops, computer keyboard, etc.).

Please note:

- Mechanics will wipe down all the touch surfaces after they are done working on the vehicle.
- Drivers are responsible for replenishing the disinfectant bottles, masks, and hand sanitizer. This can be done with dispatch.

Appendix O – Taxis, Carpooling and Volunteer Drivers, Public Transit, and Other Transportation Methods

Bonnies Taxi

Taxis were deemed an essential service by the Provincial Government. The current District service provider is taking the following precautions during the COVID-19 pandemic:

- Plexiglas shields have been installed in all taxis to separate the passengers and driver inside the vehicle;
- All drivers are encouraged to wear a face mask and gloves;
- Hand sanitizer is provided;
- Disinfectant spray will be used to wipe the cars after every trip;
- Staff and students may choose to wear a non-medical mask when they are in a taxi;
- Passengers will not be allowed in the front seat; and
- Drivers are being vigilant and well-informed.

Carpooling and Volunteer Drivers

- Spread out vehicle occupants as much as possible;
- Travel with the same people as much as possible;
- Set the vehicle ventilation to bring in fresh outside air – do not set to recirculate;
- Open windows, weather permitting;
- Clean hands before and after trips; and
- Clean frequently touched surfaces regularly.

Public Transit

Students staff and visitors taking public transit (municipal buses, Skytrain, ferries, etc.) are still welcome to and may choose to wear a mask and follow any relevant guidance from the transit authority. Active transportation methods such as walking, biking, skateboarding, etc. should be encouraged.

Appendix P – Staff Orientation Checklist

District sites should provide early and ongoing health and safety orientation for staff (including newly hired staff and staff who change worksites), parents/caregivers, students, and other adults in the school (e.g., teacher candidates in practicums, volunteers) to ensure all members of the school community are well informed of their responsibilities and resources available.

Worksite:		
Worker Name:		Date:
Items reviewed	Site Specific Information	Reviewed
Site Based Admin/Contact		
Staff Check-in/out process		
Muster Station Location		
Lockdown Process/Location		
JHSC Representatives	CUPE: BTA: P/PVP:	
Isolation Room Location		
First Aid Designate		
First Aid Location DO NOT enter first aid room when in use		
How to Summon First Aid Designate	Ph#:	
Staff/Visitor Daily Health Check Requirement		
Staff Washroom Location		
Student Washroom Location		
		Yes N/A
Confirm Staff have reviewed the following Safe Work Procedures: (if not applicable please put N/A)	<ol style="list-style-type: none"> 1. Safe Work Procedures COVID-19 (Appendix A) 2. Administering First Aid SWP COVID-19 (Appendix D) 3. Custodial Enhanced Cleaning SWP COVID-19 (Appendix E) 4. Diverse Learners Support Considerations COVID-19 (Appendix F) 5. Facilities/Transportation Guidelines SWP (Appendix M / Appendix N / Appendix O) 6. District COVID-19 Handbook - Online 	
I have reviewed the applicable Safe Work Procedures and understand the protocols for COVID-19		
Instructions:		
<ol style="list-style-type: none"> 1. All staff complete this form upon return to the school/site. This includes TTOC and Casual staff. 2. Send a copy of the completed form to the administrator or school for the school records. 3. Records of staff orientations should be kept at the school and be available upon request as a requirement of WorksafeBC. 		

Appendix Q – Administrator and JOHS Committee Checklist COVID-19

Date: _____

School Site: _____

Employee group	JOHS Participant(s)
CUPE	
BTA	
Admin	

CONSIDERATION	Action Needed	No Action Needed
Staff Room		
Max occupancy		
Signs and markings		
Photocopier Room		
Max occupancy		
Signs and markings		
Office		
Access controlled		
Signs and markings		
Sign in/out process (electronic)		
Classrooms		
Sink for handwashing or		
Alternate sink or sanitizer		
Layout		
Signs and Markings		
Portable Classrooms		
Sink for handwashing or		
Alternate sink or sanitizer		
Layout		
Common Spaces – Hallways, Cafeteria		
Signs and Markings		
Staff Mailbox Access		
Email vs paper		
Schedule for access, if required		
Itinerant Staff, TTOCs, and Other Visitors		
Aware of health and safety measures to follow		
Complete health check		
Isolation Room		
location		

Capacity		
Signs (occupied)		
First Aid Room		
First Aid Station/Dressing Area		
Washrooms		
Entrance and Exits		
Max occupancy		
Signs and markings		
Student and staff		
Sink spacing		
Hand Washing Locations		
Classrooms		
Washrooms		
Lockdowns		
Current lockdown processes sufficient		
Current hold and secure processes sufficient		
SNS Plans		
Worker safety plan		
Behaviour support plans		
Personal care plans		
Student Attendance		
Staggered drop-off		
Access points/entrance		
Access to Disinfectant for Staff		
ES64 access & sign-out		
Site Specific		
Library/Gym/Music room access		
Building access/entrance		
Ventilation and Air Exchange		
School ventilation system is serviced and operating		
Daily Health Checks		
Masks available to staff/ students when requested		
Complete daily health checks		
Go home if sick		
Additional comments or concerns:		

Appendix R – School Supplies Order Form

To complete the preparation of your school, please use this form to order the following supplies and email the form to healthandsafety@burnabyschools.ca. The supplies will be delivered.

School:	Date:
SCHOOL SUPPLY	REQUEST
Social Distancing markers/tape rolls See Appendix U for examples (please use painter's tape NOT duct tape)	Stickers: Rolls of Tape:
Isolation Room PPE for when students/staff become ill	Disposable Masks: Boxes of Gloves: Small <input type="text"/> Med <input type="text"/> Lrg <input type="text"/> Hand sanitizer (if needed):
First Aid Attendant PPE for treating students/staff	Disposable Masks: Boxes of Gloves: Small <input type="text"/> Med <input type="text"/> Lrg <input type="text"/> Hand sanitizer (if needed):
Hand Sanitizer for Portables (Refillable 1L bottle)	
Posters See Appendix U for examples	Wash Your Hands: Health & Safety Reminders: COVID-19 5 Things You Need to Know: How to Wear a Cloth Face Mask: Keep Our Schools Healthy: Building Access: Maximize Physical Distancing:

Appendix S - Field Experience Health and Safety Protocols

All potential field experiences should be reviewed by the Principal to determine their necessity, connection to curriculum, and if the experience is trauma informed. All existing Board policies relating to field experiences still need to be followed, in addition to the following measures:

- No international trips;
- Schools must ensure that volunteers providing supervision are trained and strictly adhere to all health and safety guidelines. They may choose to wear a mask;
- Fieldtrips to outdoor locations are preferable;
- If educators are taking students to a destination outside the school district, the organization must provide teachers planning the trip with their COVID-19 operating plan and teachers/principals must ensure it does not conflict with our K - 12 operating plans/guidelines (*teachers should plan for outdoor destinations*); and
- Completing the [COVID-19 Fieldtrip Risk Assessment Tool](#) is required for all field experience approval.

Consent for Walking Field Experiences

Parents can consent to walking trips using a blanket consent form for the year. This approach might help teachers who are looking to engage in outdoor learning in the neighborhood. School Cash online has a walking fieldtrip permission form that can be used.

All routine field experiences supervision ratios apply as per Board policy:

- K to Grade 3: 1:10;
- Grades 4 to 7: 1:15 – note: the Principal may approve a ratio of one teacher/supervisor per class group for 'walking' field trips; and
- Grades 8 to 12: 1:20 – note: the Principal may approve a ratio of one teacher/supervisor per class group for field experiences occurring in Greater Vancouver.

Protocols for In-Province Overnight Field Experiences COVID-19 Safety Guidance

While the curriculum does not generally require students to participate in field studies, there are many field studies which can serve to enhance and add value to the learning experience. When field studies are contemplated, planning should be guided by principles of inclusion, to equity and accessibility for all students.

These protocols apply to any overnight trip for student groups. These protocols are also in addition to the field trip requirements specified in existing district policy and regulations and are superseded by all public health orders.

The organizer of the trip (Educator-in-Charge) is responsible for creating a COVID-19 field study safety plan outlining how the various elements covered within this document will be addressed while on a field study or other overnight trip. This planning will address the following aspects:

- Daily Health Checks;
- Hand washing and hygiene;
- Students, staff, or volunteers becoming ill while on the trip. Including planning for a notification process, isolation requirement, and transportation home;
- Supervision, including extra staff in the event of illness;
- Record keeping;
- Student, staff, and volunteer education on protocols; and

- Additional COVID-19 Informed Consent.

This plan must align with the Burnaby School District Communicable Disease Prevention COVID-19 Staff Handbook, the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, and applicable federal, provincial, regional, and local requirements. Organizers must also review and adhere to site safety plans established by venues to be visited, and by other destinations the participants may attend.

The Educator-in-Charge is responsible for completing and customizing an Overnight Field Trip COVID-19 Safety Planning tool to ensure communicable disease prevention measures are considered in advance of and during any overnight trips. The Educator-in-Charge is also required to ensure that all chaperones understand and follow the safety measures, including COVID-19 First Aid protocols for the overnight field trip. Chaperones can assist in supporting and ensuring students follow any safety measures.

COVID-19 Overnight Safety Plan Process

The Educator-in-Charge is to:

- Complete a COVID-19 risk review and safety plan for the field experience utilizing this guidance document and the attached Safety Plan checklist and template ([Appendix A](#)).
- Submit the entire overnight field studies request package required by the district, including the COVID-19 Safety Plan, to the school Principal for review.
- If approved by the Principal, the entire field study proposal package, including the COVID-19 Safety Plan, is submitted to district staff for final approval.

COVID-19 Risk Review

During all stages of planning, the Educator-in-Charge must review the COVID-19 regulations in the area where travel is planned. This review will include confirming, for the destination of the overnight excursion, whether the destination has any additional and current regional Public Health Orders that would impact a trip.

If such Public Health Orders or restrictions exist, the Educator-in-Charge should consult with their Principal.

The Educator-in-Charge is responsible for checking on specific Public Health Orders regularly, including:

- During field experience planning;
- After approval has been received in advance of cancellation or refund deadlines; and
- Within 24 hours of departure.

Specific Planning Considerations – Informed Consent-COVID-19

A letter and COVID-19 Informed Consent will be provided to parent/guardians of students and staff attending an overnight field study and acknowledgement of understanding of potential COVID-19 exposure from extended time spent with other participants from the district or other districts, and/or people from out of districts, such as workers in food services businesses, etc. The signed document must be received prior to travel.

The following topics will be covered by the supplemental COVID-19 Informed Consent document:

- Confirmation of understanding of the trip's COVID-19 Safety Plan.
- Parent/guardian's agreeing to arrange for their child's care and transport, should the student become ill or symptomatic during the excursion. This will include agreement to

cover any additional costs arising if their child(ren) become ill or symptomatic while on the field study.

- Acknowledge the requirement to arrange for their unwell child(ren) to be picked up by the parent or responsible adult as soon as possible after being contacted about the illness or isolation.
- Acknowledge there may be incremental COVID-19 exposure risk in attending the event
- Acknowledge that it is the responsibility of the parent to advise their child of any expectations regarding masking and other COVID-19 prevention measures when students are not directly supervised, such as in their hotel/camp rooms.
- Acknowledge the accommodation and sleeping arrangements are acceptable.
- Acknowledge that staff, students, and volunteer chaperones may be asked to produce vaccine passports for certain third-party services, such as to participate in third party lessons or at third party premises, attend certain food establishments, etc. This information will not be collected by the Educator-in-Charge.
- Acknowledge and agree to the arrangements at the event venue. (i.e., venue safety plans, spectators being permitted for arts performances, sports, etc.).

Specific Planning Considerations – Proof of Vaccination (BC Vaccine Card)

- Although the BC Vaccine Card is no longer required, independent organizations can opt to still require proof of vaccination.
- The Educator-in-Charge must confirm whether any venues to be visited will require a BC Vaccine card.
- If a venue requires a vaccine pass, despite the exemption for K-12, the Educator-in-Charge must consider whether alternate venues can reasonably be accessed. Activities and venues should be inclusive of all attendees whenever possible.
- In the event that the school group must use a venue that requires a vaccine passport, alternate plans/activities must be planned for participants who are unable/unwilling to provide proof of vaccination.
- Confirm that the facility hosting the games will not require confirmation of vaccination from athletes participating in games.
- Confirm any requirements for proof of vaccination for spectators during games. This includes athletes and coaches when they are not actively playing and are spectators.
- Confirm availability of food establishments that do not require a proof of vaccination/BC Vaccine Card and rely on these establishments, where feasible, for food/meals during the field trip.

Specific Planning Considerations – Illness

The safety plan must provide for a process if a student/staff member/volunteer displays symptoms or becomes ill. Considerations include:

- Have a plan for individuals who become symptomatic or ill and how to keep them supported and separate from others.
- Have a plan for who will provide care of ill persons while away from home.
- Staff, students, or chaperones who must isolate will do so alone in a hotel room/room, with intermittent supervision from other staff or chaperones keeping more than 2m physical distancing.
 - A medical grade face masks must be included in the first aid kit.
 - If determined that medical care or emergency medical care is required, staff will arrange for this and make efforts to reach parents/emergency contacts.

- Plan how to get the ill student/staff/chaperone home without exposing them to others.
 - A member of the ill student/staff member/chaperone's family may be required to attend the destination, unless this is not feasible due to distance, to arrange transport home and ongoing care.
- At least one backup staff person should be identified. The Educator-in -Charge must retain copies of the COVID-19 First Aid Procedures and ensure appropriate PPE is available.

Specific Planning Considerations – Masks

- The decision to wear a mask or face covering is a personal choice for staff, students and visitors. Individual choice must be supported and respected.
- The district will continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or who become ill at school.

Specific Planning Considerations – Transportation

Bus use or carpooling plans must comply with the *Burnaby School District Communicable Disease Prevention COVID-19 Staff Handbook*.

Specific Planning Considerations – Accommodations

- Vaccine card?
- Each participant must have their own bed (unless from the same household).
- Minimize the number of individuals not from the same household who are sharing a room.

Specific Planning Considerations – Daily Health Check

Staff, students, and volunteers must perform a daily health check to assess themselves for symptoms at the start of each day.

Overnight Field Trip COVID-19 Safety Planning Tool

The Educator-in-Charge(s) is to complete, customize, and provide added detail as needed to address COVID-19 safety measures and considerations that are in place for this overnight field study. Information must be sufficient for the purposes of approval. Additional supporting documents may be added to this plan. Please also attach a detailed itinerary for each day of travel, draft informed consent letter, and the special or competition field trip form.

Trip Details

School: _____

Educator-in-Charge: _____

Date(s) of proposed fieldtrip: _____ Date submitted: _____

Destination: _____

Any interim stopovers: _____

Final destination (address): _____

Destination Health Authority: _____

Are there additional Health Orders in place through the Destination's Health Authority? NO

- If yes, what are the health orders?

Attach a detailed itinerary for each day of travel to this document

COVID-19 Risk Review

The following Risk Review will be conducted by the Educator-in-Charge on at least three (3) occasions and conditions should be monitored regularly. **Check the applicable box as each step is completed.**

- Pre-Planning/Pre-Approval
- 24 hours before departure
- Prior to any cancellation/refund deadlines

Current Provincial or Regional Public Health Orders/Restrictions are in place that would impact the COVID-19 safety of the trip, according to [Provincial and Regional COVID-19 Restrictions](#):

- Yes No

IMPORTANT If the answer is "Yes" above, the field trip must be cancelled, postponed, or reconsidered. Discuss with your Principal.

Transportation

- School bus (preferred at this time)
- Public/commercial transit
- Private vehicles carpooling

Staff and Volunteer Chaperones

IMPORTANT: As part of planning, the Educator-in-Charge must arrange for either additional staff and volunteer chaperones to be part of the field study or back-up staff/chaperones (able to come to the destination if needed) in the event that either staff or chaperones become ill or symptomatic while on the trip.

Additional Staff Attending on the Field Study

Name: _____
Name: _____
Name: _____
Name: _____

**Backup Staff to Educator-in-Charge
(on-call only if needed)**

Backup Staff 1: _____
Backup Staff 2: _____

Volunteer Chaperones Attending on Field Study

Chaperone 1: _____
Chaperone 2: _____
Chaperone 3: _____
Chaperone 4: _____
Chaperone 5: _____

Back-Up Chaperones (on-call only if needed)

Backup
Chaperone 1: _____
Backup
Chaperone 2: _____
Backup
Chaperone 3: _____

Accommodations

**NOTE: Commercial accommodations and camps are preferred.

Type of Accommodation (indicate by checking box)

- Hotel/Motel
- Camp lodging
- Camp tents
- Other, please specify: _____
- Name of accommodation provider: _____

Density of Rooms

Number of students per room: _____

Additional prevention measures in place:

Proof of Vaccination (BC Vaccine Passport)

K - 12 educational activities in any location are exempt from proof of vaccination, however, businesses may implement additional requirements and may require Vaccine Passports. The Educator-in-Charge must confirm these details in advance and avoid businesses that require Vaccine Passports.

Illness

**** NOTE:** Staff and volunteer chaperones must not travel in vehicles with ill or symptomatic people, unless they are from the same household.

- Protocols to be followed include:
 - Isolate any student, staff, or chaperone who becomes symptomatic or ill. The unwell person is to wear a disposable non-medical mask when others enter to check on them. If isolating in their accommodation, make alternate arrangements for where the other roommates will stay.
 - Contact the parent/guardian or emergency contact immediately upon onset of even minor symptoms. Do not delay in calling while waiting to see if the person recovers.
 - Follow the Daily Health Check and Managing Symptoms directions regarding isolation ([Appendix B](#)).
 - Note: Parent/guardians are responsible for attending without delay and arranging for COVID-19 testing, if indicated.
 - One staff member will be assigned to check on the unwell person regularly but intermittently from a distance >2m away while awaiting the pickup of the ill person. If the symptoms include severe difficulty breathing, severe chest pain, having a hard time waking up, feeling confused, losing consciousness, call 911 without delay. The staff member overseeing the ill person will wear personal protective equipment (medical grade mask and face shield) while intermittently supervising. Hand hygiene will be practiced before and after.
- Educator-in-Charge is to add disposable medical grade masks and a face shield to the first aid kit for the field study.

Food/Meals

- Confirm that the food/meal vendor(s) do not require proof of vaccination. If proof of vaccination is required by the vendor upon arrival, and there is no feasible alternative, arrangements must be made to accommodate any student who does not have/cannot produce proof of vaccination.

Masks

Review that:

- Additional supplies of disposable non-medical masks are brought on the field study.
- First Aid kit is stocked with medical grade masks.

Approval

****NOTE:** No deposits are to be paid before approval from the District ([Appendix A](#)). Cancellation policies and cost refunds must be negotiated on all expenses.

Step 1: To Be Completed by Principal/Vice Principal ONLY

Name: _____	<input type="checkbox"/> Approved
Signature: _____	<input type="checkbox"/> Not Approved

Step 2: To Be Completed by Director of Instruction ONLY after Board Approval

Name: _____	<input type="checkbox"/> Approved
Signature: _____	<input type="checkbox"/> Not Approved

OVERNIGHT SCHOOL EVENT PARTICIPATION AGREEMENT

Additional COVID-19 Informed Consent

IMPORTANT INFORMATION *Please have this translated.*

አስፈላጊ መረጃ። አባክዎ ይህን እንዲተረጎም ያድርጉ። ፤ አገዳሲ ሐበሬታ። ብክብረትኩም እዚ ከም ዝተርጎም ግበሩ።
 معلومات مهمة. الرجاء ترجمتها. ፤ Información importante. Por favor, que esto se traduzca.
 معلومات مهم , لطفا این ترجمه را انجام دهید . ፤ Agahiyên girîng. Ji kerema xwe vê wergerîne. ፤ لطفا از شخصی بخواید تا این متن را برای شما ترجمه کند.
 महत्वपूर्ण जानकारी। किरपा करके किसे उँ इस का अनुवाद करवाए। ፤ 중요한 정보입니다. 이것을 번역하시기 바랍니다.

COVID-19 is an infectious disease, and it is important that all participants support efforts to prevent disease transmission in connection with the Program. Therefore, to ensure the health and safety of all participants the overnight field studies will be subject to the additional precautions set out below.

This Informed Consent supplements the existing Program agreements and consents signed by participants (the "Participation Agreement"), and in the event of any conflict between this Informed Consent and the Participation Agreement, this Informed Consent will take precedence. Once you have reviewed this form, please ensure that both the student (if 13 or older) and their parent/guardian completes this form and returns it to the School District. References to "I" or "my" in this Informed Consent refer to the applicable signatory below.

YOUR RESPONSIBILITIES

I acknowledge and agree as follows:

- It is the responsibility of students and their parents/guardians to ensure students are physically and medically fit and able to participate in the Program prior to departure.
- The risk of infection of COVID-19 increases when individuals gather or are in close contact.
- Due to the nature of an overnight event, students and staff will be in close proximity to one another during the event.
- The School District cannot guarantee that a person (of any age) will not contract COVID-19 while participating in Program events that include overnight travel. However, the District has taken steps to develop and implement COVID-19 safety protocols, which are intended to reduce risk. These protocols apply to overnight event travel and related activities, and are available for review in the [Burnaby School District Communicable Disease Prevention Covid-19 Staff Handbook](#). I understand that students and parents/guardians are expected to comply and support compliance with these protocols.
- The accommodations and sleeping arrangements provided for this event have been carefully planned and explained to me and that the nature of an overnight event could increase the risk of infection of COVID-19.
- If a student displays symptoms of respiratory distress or illness or other symptoms consistent with COVID-19 infection, they will be asked not to participate and must isolate alone, with intermittent adult supervision, and that the Educator-in-Charge may elect to call emergency medical services.
- In the event a student cannot continue to participate in the event and must isolate as described above, it is the responsibility of the parent/guardian (or their designated responsible adult) to, at their own cost, attend at the Program destination and transport the student home. The parent/guardian is expected to do so promptly upon being notified of the student's health status.
- In the event of a medical emergency involving a student, the Educator-in-Charge may arrange to provide care to the student and/or for medical transport of my child to a medical facility. Every effort will be made to contact parents/guardians in such circumstances.

- I have reviewed and understand the travel and itinerary plan, COVID-19 safety plan related to this event, and the risks associated with travel, accommodations, food and meals, event venues, and event activities.
- Planning for this overnight event has included efforts to avoid participants being asked to produce vaccine passports or proof of vaccination during the event. However, certain service providers or businesses may, nonetheless, request proof of vaccination and students may be asked to produce proof of vaccination. In these circumstances, students who are unvaccinated may be unable to participate in events and alternate activities or services may be provided, where available.

CONDITIONS OF PARTICIPATION

It is important that all parents/guardians and students understand and agree to the following conditions of participation.

- Students must not participate in the overnight event if, before departure or during the event, they feel sick in any way.
- Students will be required to take the District's Daily Health Assessment each day before participating in the event itinerary. If the COVID-19 Daily Health Assessment indicates that they are at risk of infection or have any other reason to not attend, then they must report immediately to the Educator-in-Charge.
- Students are responsible for wearing their face mask as required during the overnight event.



By completing the document, you acknowledge and agree that you have read and understand and agree to this this Participation Agreement and you voluntarily accept the risks and possible costs of participating in the event.

Parent Legal Name

Parent Signature

Parent Primary Phone Number

Date Signed

If the student is 13 or older, student must sign:

Student Legal Name

Student Signature

Note: Participation in overnight field studies is optional. When the event is planned as part of a class enrichment activity and a student chooses not to participate alternate activities will be provided.

Appendix T – Curricular/Extra Curricular Programming COVID-19

Effective April 8, 2022,

- Intra-school and inter-school events do not have a capacity limit.

Curricular and Extra Curricular programs after regular school hours, may occur provided the guidelines in the following Appendices are met:

- A – [Safe Work Procedures COVID-19](#);
- B – [Daily Health Check for Students and Students](#);
- Z – [Burnaby Return to School Sport Coaches Orientation](#).

Health and Safety

- District/schools must ensure that program providers are aware of the health and safety protocols and requirements prior starting their program.
- Schools should keep a list of the date, names, and contact information for any program provider who provides a program at the school.
- Program providers and volunteers should maximize physical distance and may choose to wear a non-medical mask indoors. They must practice proper hand hygiene and respiratory etiquette ([Appendix A](#)).
- All students K - 12 may choose to wear a non-medical mask indoors and whenever physical distancing cannot be maintained.
- Schools should limit building access to only those areas required for the purpose of the program (e.g., outside door to the gym, designated washroom).

Illness

- Program providers must confirm they and their participants will complete the requirements of a daily health check before delivering a program ([Appendix B](#)).
- Program staff, volunteers, and students who do not clear the daily health check must not participate in the out of school program.
- If any program staff or volunteers show symptoms of COVID-19 related illness during a program they must leave the program immediately and follow the guidelines in [Appendix B](#).
- If any **students** show symptoms of COVID-19-related illness during a program, staff should wear a mask, isolate the child until they are picked up (younger children must remain supervised), and contact their parent/caregiver to pick them up right away. Staff should self-monitor for any symptoms and follow the guidelines in [Appendix B](#).

Programming

Programming after school hours is to occur outside or in the gym only. No classrooms, libraries, or community rooms are accessible at this time. Program providers are to:

- Provide a detailed plan to the school before beginning the program ([Appendix W](#)).
- Minimize physical contact between students.
- Organize participants into smaller groups.
- Plan individual physical activities that can maintain physical distancing.
- Plan low-contact sports/physical activities for students such as baseball, soccer, or volleyball.
- Avoid high contact sport/physical activities (e.g., wrestling).
- Avoid the sharing of food, drink, or personal items (e.g., phones, clothes).
- Access only the designated washroom and not enter any other area of the school.

Equipment

Program providers should plan physical activities that limit the use of shared equipment. If equipment must be used:

- students should practice proper hand hygiene and respiratory etiquette before and after participating in physical activity and using equipment;
- encourage students to come to school in clothing that is appropriate for physical activity and the weather conditions – no change rooms can be accessed;
- when transitioning to/from outside remind students to use designated areas for changing into jackets and winter clothing if moving outdoors, such as in designated or marked areas; and

Appendix U – Posters, Floor Stickers and Additional Resources

Social Distancing Floor Sticker



Social Distancing Floor Tape



Wash Your Hands



Health & Safety Reminders



Posters

COVID-19 5 Things You Need to Know



How to Wear a Cloth Face Mask



Keep Our Schools Healthy

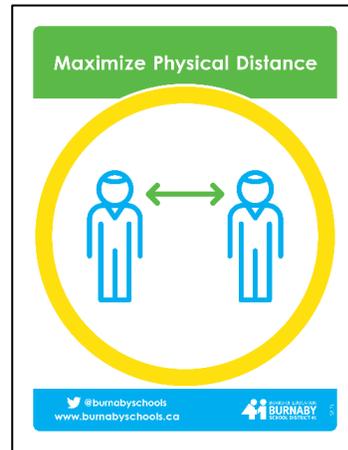


Building Access



Posters

**Maximize Physical
Distancing**



**Additional resources are
also available.**

**[Health and Safety in Burnaby Schools,](#)
[Updates from the District, Public Health and Ministry of Education,](#)
[Support for Students and Families](#)**

Appendix V – Protocol for Parent Advisory Council/Community School Advisory Council Visiting Schools – COVID-19

At this time, access to schools beyond staff and students is controlled to maintain support of health and safety. Parent Advisory Council (PAC), Community School Advisory Council (CSAC) and authorized volunteers should contact the district or their school administrator to determine options for communication and opportunities within the school.

Wherever possible communications should occur via the phone, virtual meeting, email, or by appointment.

Volunteers will be by appointment only and authorized volunteers must be aware of the following health and safety protocols and requirements prior to entering the school:

- Prior to visitation, the health checklist found in [Appendix B](#) must be completed. This is a personal review of the signs and symptoms of COVID-19. Anyone with symptoms should stay home and follow the instructions in the health check.
- Upon arrival at the school, sign in to confirm you have completed the daily health check.
- Use the hand sanitizer provided or wash your hands if a sink is available.
- Visitors may choose to wear a non-medical mask during the appointment and maintain physical distancing from all staff and students.

Authorized volunteers must be supporting activities that directly benefit student learning and well-being. These activities will be subject to re-assessment on a school-by-school basis based on changing direction from the Ministry. Authorized volunteers may include:

- Student teachers
- Immunizers
- Food Security
- Dental Hygienists
- Youth Mentorship
- Homework Club
- Community Counselling Services
- Well-Being Programs (i.e., Roots of Empathy, Big Buddies)

If Fraser Health identifies anyone at a school that needs to self-monitor or self-isolate, they will be contacted directly by Fraser Health.

Appendix W – Return to School Sports Coaches Orientation

To ensure the safe return to school sport for student athletes please refer to the [Burnaby Schools Communicable Disease Prevention COVID-19 Staff Handbook](#), the [BC School Sports Return to School Sport Plan](#), and the [Provincial COVID-19 Communicable Disease Guidelines for K - 12 Settings](#).

Our priority for all members of our school community is to provide a safe environment for all involved in school sports. Please review the items outlined below and ask your Athletic Director or school administrator if you have any questions or require further information.

Attendance and Daily Health Check

Student athletes, coaches, and staff are asked to ensure the [Daily Health Check](#) is completed prior to the start of any practice or competition. Anyone experiencing illness symptoms must not attend. Coaches are asked to keep a record of attendance for all student athletes at every practice and competition.

Masks

K - 12 staff, coaches, and students K - 12 may choose to wear a mask when they are indoors.

- Students may choose to wear a mask during high-intensity sport activities (e.g., stationary bike, weightlifting, basketball, soccer);
- Students may choose to wear a mask for low intensity sport activities (e.g., stretching, golf) when they are indoors.
- Student athletes and coaches may choose to wear a mask when working closely with athletes outdoors.
- Use all available space to spread students and staff out as much as possible, maximizing physical distancing.

Hand Hygiene and Respiratory Etiquette

Staff, coaches, and students are required to wash or sanitize their hands before and after any school sports.

Physical Distancing

When possible staff, coaches, and athletes should maximize the available space to reduce crowding during sports events.

Travel for Competition

Currently overnight travel to invitational competitions is not permitted. This will be reviewed as the year progresses. Overnight travel to Provincial championships will be considered should a team have to travel outside of Metro Vancouver for the tournament. All student athletes and coaches are to follow any additional protocols/guidelines outlined by the host venue.

Transportation

Transportation of student athletes must follow the guidance set forth in the transportation section of the [Provincial COVID-19 Communicable Disease Guidelines for K - 12 Settings](#). As schools are operating through a trauma informed lens, decisions around how students will be transported to competitions should be made in consultation with school administration.

Vaccinations

To allow school sports to operate as safely as possible, all student athletes and coaches who are eligible to get fully vaccinated are encouraged to do so. If a team enters a competition hosted at an external venue that requires proof of vaccination for participants 12 years and older, parents and guardians must be informed in advance of the vaccination requirement at the host venue.

End of Game Protocols

As an additional measure to keep our communities safe, please refrain from the post-game handshake between teams. At the completion of your game, please do your cheer for the other team and acknowledge them from a distance (i.e., Wave, etc.).

Building Access

We anticipate each school or venue will have slightly different practices in place to suit their community needs. As such, coaches are encouraged to ask student athletes to come as prepared as possible to the venue as access to change rooms or the playing area for warm-up may be limited in some instances.

COVID-19 Exposure Response

As per provincial direction Fraser Health will notify individuals who need to isolate or self-monitor as a result of a COVID-19 exposure; that is, only those staff and students who will need to take a specific action as a result of a COVID-19 exposure. Fraser Health will notify the wider school community when appropriate, such as in the case of an outbreak, and this will be posted to [Fraser Health's website](#).

Coaches Acknowledgement

I acknowledge that the measures outlined above, along with others included in the [Burnaby Schools Communicable Disease Prevention COVID-19 Staff Handbook](#), the [BC School Sports Return to School Sport Plan](#), and the [Provincial COVID-19 Communicable Disease Guidelines for K - 12 Settings](#) will be implemented to ensure a safe operation of sport.

Coaches Name: _____

Coaches Signature: _____

Dates: _____

Sport: _____

Grade(s): _____

Athletic Director Name: _____

Athletic Director Sign: _____

Accompanying Forms

1. Student athlete Participant Agreement

Note: Student athletes and Parent/caregivers need to review and sign this form.

2. Daily Student athlete and Staff Health Check

Note: Prior to practice students and coaching staff must complete a Daily Health Check. Coaches will review with each participant that a self-screening has been completed and that the participant is not symptomatic for COVID-19 or any other flu-like infection.

Student Athlete Participant Agreement

All participants of Burnaby School District athletic programs agree to abide by the following requirements when entering facilities and/or participating in school sport activities:

1. I agree to complete a health screening self-check prior to every team activity and will inform my coach immediately if I have experienced any COVID-19 symptoms in the last 14 days.
2. I agree to stay home if feeling sick or if experiencing COVID-19 symptoms.
3. I agree to be respectful of the choices made by other people regarding masks.
4. I agree to adhere to the transportation procedures as outlined in the regional or provincial COVID-19 health and safety guidelines.
5. I agree to sanitize my hands upon entering and exiting the facility with soap and water or sanitizer.
6. I agree to practice correct respiratory etiquette at all times.
7. I agree to follow any sport specific guidelines that may be in place for my sport.
8. I agree to follow all equipment and facilities procedures communicated by my coach.
9. I agree to not share water bottles and personal equipment with others.
10. I agree to abide by all COVID-19 procedures and guidelines indicated for my participation in classes or on my team.
11. I understand that I may participate in games hosted at venues external to the school district and that these venues may establish additional health and safety guidelines. I agree to abide by all guidelines set forth by venues hosting competitions.
12. I understand that if I do not abide by the aforementioned procedures/guidelines, that I may lose the privilege to participate in school sports.

Parent/Guardian and Student Athlete Informed Consent and Acknowledgement of Risk

I acknowledge that there are risks associated with participating in Burnaby School District athletic programs and that the measures taken by schools and participants, including those set out in the [Burnaby School District Communicable Disease Prevention COVID-19 Staff Handbook](#), the [BC School Sports Return to School Sport Plan](#) and this agreement, will not entirely eliminate those risks.

Participant Name: _____

Participant Signature: _____

Signature of Parent/Guardian: _____

Parent/Guardian Phone Number: _____

Date: _____

Sport: _____

Any medical concerns: _____

Daily Health Check for Student Athlete

Parents/caregivers and student athletes can utilize the provincial [K - 12 Health Check app](#) for daily assessment of symptoms or use the “Daily Health Check and Managing Symptoms” in [Appendix B](#).

Daily Health Check for Staff

Staff must complete a daily health check before they enter their school/site using the form in [Appendix B](#).

Appendix X – GHS Safety Data Sheets

The following Safety Data Sheets are available on the Staff Portal, Health and Safety Page – Education and Training, District Safety Awareness, document COVID-19 Safety Data Sheets.pdf:

- EnviroSolutions™ ES64 General Disinfectant
- EnviroSolutions™ ES71 Multipurpose Cleaner
- EnviroSolutions™ ES72 Hydrogen Peroxide Disinfectant
- EnviroSolutions™ ES75 Heavy Duty Degreaser
- EnviroSolutions™ ES79 Dish Detergent
- Woodwyant™ X-Pure Sanitizer